

6 MAY 2009

Financial Management



**APPROPRIATED FUND SUPPORT OF
MORALE, WELFARE, AND RECREATION
(MWR) AND NONAPPROPRIATED FUND
INSTRUMENTALITIES (NAFIS)**

COMPLIANCE WITH THIS PUBLICATIONS IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: SAF/FMCEB
Supersedes: AFI65-106, 11 April 2006

Certified by: SAF/FM (Mr. Richard K. Hartley)
Pages: 65

This instruction implements AFRPD 65-1, *Management of Financial Services* and AFRPD 65-5, *Cost and Economics*. It provides financial guidance on using appropriated funds (APFs) for Air Force Services programs and NAFIs, with the exception of Dining Halls, Military Honors Program, and Mortuary Affairs throughout the Air Force. This publication applies to the Air Force Reserve Command, the Air National Guard, the Civil Air Patrol and all organizations and individuals who review, approve, or use APFs to support Air Force Services and NAFIs. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Records Information Management System (AFRIMS). AFRIMS website is <https://afrims.amc.af.mil>. Ensure records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. No waivers may be granted for any part of this publication without Deputy Assistant Secretary of the Air Force, Cost and Economics (SAF/FMC) approval. Send corresponding publications to SAF/FMC before publishing.

SUMMARY OF REVISIONS

This publication has been substantially revised and must be completely reviewed. This revision incorporates changes as a result of the revised DoDI 1015.15 and other guidance from DoD and Air Force. It clarifies the level of support for Remote and Isolated bases as well as submission requirements for Remote and Isolated status. NAF transportation costs were revised in accordance with the DoD Transportation Incentive Program. The Fisher House application of funds table has been revised as a result of National Defense Authorization Act for 2003. It revises utility support at CONUS Category C NAF activities IAW SAF/FMC policy letter dated 17 Oct 2005. A Youth funding matrix was added

for clarification and the lodging information was completely revised due to policy changes. The term Force Support Squadron (FSS) is interchangeable with Services Commander/Director/Division Chief.

Chapter 1—GENERAL GUIDANCE	5
1.1. Scope.	5
1.2. Objective.	5
1.3. Comptroller Responsibilities.	5
1.4. Categories of Air Force Services Activities.	5
1.5. Direct Support.	5
1.6. Indirect Support.	5
1.7. Reimbursing APF Expenses.	5
1.8. Interagency and Intraagency Contracts and Agreements for Goods and Services.	6
Table 1.1. Direct Cost Elements.	6
Table 1.2. Indirect Cost Elements.	8
Chapter 2—CLASSIFICATION OF ACTIVITIES	9
2.1. Classification of Activities.	9
2.2. Supplemental Mission Support NAF Activities.	9
2.3. Concessions and Resale Activities.	9
2.4. Army and Air Force Exchange Service (AAFES) Activities.	9
Table 2.1. CATEGORIZATION OF AIR FORCE SERVICES PROGRAMS.	10
Table 2.2. Category C Activities Frequently Collocated with Categories A and B Programs.	12
Chapter 3—REMOTE AND/OR ISOLATED LOCATIONS	13
3.1. Level of Appropriated Fund Support.	13
3.2. Procedures in Requesting Remote and Isolated Status.	13
Table 3.1. Approved Remote and Isolated Locations.	14
Chapter 4—MILITARY AND CIVILIAN PERSONNEL COSTS	15
4.1. General Guidance.	15
4.2. Dual Compensation.	15
4.3. Accounting for Personnel Costs.	15
4.4. Reimbursing Personnel Costs.	15
4.5. Transportation Costs for NAF Employees.	16
Chapter 5—CHILD AND YOUTH PROGRAMS	17
5.1. General Guidance.	17
5.2. Funding for Child Development Programs.	17

	5.3.	Funding for Youth Programs.	17
	5.4.	School Age Program (Before and After School, Full-Day, Holiday, and Summer Camps).	18
	5.5.	Family Child Care and Other Child-Related Services.	18
Table	5.1.	Child Development Funding Guidance.	18
Table	5.2.	Youth Programs.	21
Table	5.3.	School Age Program Funding Guidance.	25

Chapter 6—AIR FORCE LODGING FUND SOURCE 28

	6.1.	Scope.	28
	6.2.	Managing Lodging Funds.	28
	6.3.	Using a Single Fund Source.	28
	6.4.	Managing Lodging Service Charges.	28
	6.5.	Developing APF and NAF Budgets.	28
	6.6.	Approval of Air Force Lodging Rates.	29
	6.7.	Waivers to Lodging Fund Source Guidance.	29
	6.8.	Processing Waivers.	29
Table	6.1.	LODGING APPLICATION OF FUNDS.	30

Chapter 7—FISHER HOUSE FUNDING GUIDANCE 34

	7.1.	Scope.	34
	7.2.	Supplemental Mission Support Funds.	34
	7.3.	Single Fund Source.	34
Table	7.1.	Fisher/Nightingale House Funding Guidance.	34

Chapter 8—OUTDOOR RECREATION PROGRAMS 37

	8.1.	Scope.	37
	8.2.	Using APFs for Personnel, Supplies, Utilities, and Other Support.	37
	8.3.	APFs for Recreation Equipment Loan Operations.	37
	8.4.	NAFs for Recreation Equipment Rental Operations.	37
	8.5.	Privately Owned Equipment.	37
	8.6.	Recreational Swimming Pools.	37
	8.7.	Off-Base Outdoor Recreation Programs.	37
Table	8.1.	Outdoor Recreation Programs.	37

Chapter 9—CONTRACTING FOR PHYSICAL FITNESS SERVICES 41

	9.1.	Objective and Scope.	41
	9.2.	Commercial Fitness Services.	41

9.3.	Approval Procedures.	41
9.4.	Annual Review.	41
Chapter 10—	MISCELLANEOUS GUIDANCE	42
10.1.	Classifying Purchases from the Defense Working Capital Fund (DWCF).	42
10.2.	USAF Museum Programs.	42
10.3.	Recreation Information, Tickets and Tours (ITT) Services.	42
10.4.	Providing Unofficial Commercial Travel.	42
10.5.	Private Animal Care.	42
10.6.	Auditorium/Theater Multipurpose Community Facilities.	42
10.7.	Private Organizations.	43
10.8.	Private Property.	43
10.9.	Official Functions Held in Category C Facilities.	43
10.10.	Communications and Cable Television Support for Services.	44
10.11.	Purchasing Air Force Services Peculiar Items.	45
10.12.	Intramural Bowling and Golf.	45
10.13.	Evacuation Expenses in Contingency and Emergency Situations.	45
10.14.	Personnel Security Clearance Investigations.	45
10.15.	Utilities.	45
Chapter 11—	REPORTING REQUIREMENTS	46
11.1.	General Guidance.	46
11.2.	Long Term Leased Facilities.	46
Attachment 1—	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	47
Attachment 2—	APF SUPPORT AUTHORIZATION	52

Chapter 1

GENERAL GUIDANCE

1.1. Scope. This instruction provides detailed Air Force financial guidance on APF support to Air Force Services programs, activities, and NAFs. For additional information regarding nonappropriated fund (NAF) support, classification and operations of Air Force Services programs, see AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. In cases of conflict with other Air Force instructions on using APFs to support Air Force Services, this instruction takes precedence. In the event of conflict with other instructions, submit an advisory through established command channels to SAF/FMC for appropriate review and coordination including SAF/FMB.

1.1.1. Personnel Authorization . Additional personnel authorizations or requirements shall not be programmed or allocated based on this instruction.

1.1.2. Use of Appropriated Funds . To most efficiently utilize NAF resources, expenses should be paid from APFs where authorized within limits imposed by availability of resources.

1.2. Objective. The Air Force promotes and provides a well-rounded Air Force Services program to ensure the mental and physical well-being of its personnel. Adequate facilities should be provided, operated, and maintained through financial support provided from APFs as authorized by law. Depending upon the category, some Air Force Services activities may be fully supported with APFs, some with a combination of APFs and NAFs, and some primarily with NAFs.

1.3. Comptroller Responsibilities. Air Force Financial Management/Comptroller and Air Force Services offices provide policy on APF support of Air Force Services activities. No use of APFs may be approved beyond what is authorized by this instruction. All questions or requests for expanded direction will be made to SAF/FMC with appropriate coordination through MAJCOM and HAF.

1.3.1. The Comptroller community must develop, coordinate, and provide procedures for financial oversight and guidance to commanders and services functional managers on using APFs to support Air Force Services activities within the limitations established by the Congress, the Secretary of Defense, and the Secretary of the Air Force.

1.3.2. The Comptroller's office must ensure obligations are accurately reported in accordance with funding limitations and all applicable Air Force guidance.

1.4. Categories of Air Force Services Activities. Services activities are grouped into three categories: Category A, "Mission Sustaining Activities"; Category B, "Basic Community Support Activities"; and Category C, "Revenue Generating Activities". Support categories are based on the activity and not the facility. A facility may house several different activities with each classed in a different support category. See [Table 2.1](#) for a list of Air Force Services activities by Category.

1.5. Direct Support. Field organizations must control and report direct costs in support of Air Force Services activities. See [Table 1.1](#) for a general list of direct cost elements.

1.6. Indirect Support. Indirect support which does not require hiring additional APF personnel or securing additional services are not reported by field units. SAF/FMC computes and reports indirect support costs to the Office of the Secretary of Defense. See [Table 1.2](#) for a general listing of indirect cost elements.

1.7. Reimbursing APF Expenses. Field activities may use authorized reimbursement programs to provide services to AF Services activities on a reimbursable basis. Bases must identify materials,

services, or salaries in advance and establish a reimbursable order for the amount to be paid to APFs from NAFs. See AFI 65-601, Volume 1, for reimbursement procedures.

1.8. Interagency and Intraagency Contracts and Agreements for Goods and Services. In accordance with 10 U.S.C. § 2482a, agencies and instrumentalities, including NAFIs, of the DoD operating Air Force Services activities or exchanges may contract with each other or with other DoD and Federal agencies or instrumentalities to provide or obtain goods or services.

Table 1.1. Direct Cost Elements.

DIRECT COST ELEMENTS	
Aircraft Petroleum	
Capital Expenditures	
Equipment	
Equipment Maintenance (contracted and in-house)	
Facility Rents and Leases	
Minor Construction and related contract or in-house incremental architectural & engineering costs	
Military and Civilian Personnel*	
Other Supplies	
PCS Travel	
	Military**
	Civilian
Purchases from Defense Working Capital Fund (DWCF) ***	
	Communications - Computer Systems
	Custodial and Janitorial Service
	Equipment Acquisition
	Linen Service
	Maintenance for Air Force Services Requirements
	Other Purchased Services
	Printing and Reproduction
	Purchased Services
	Software Acquisition
Ship POL	
TDY Travel	
Transportation of Goods	
Utilities	
<p>* Not reported if support to Air Force Services is less than 25 percent of assigned duties.</p> <p>** Included in military pay standard composite rates.</p> <p>*** Could be indirect based on the type of service provided</p>	

Table 1.2. Indirect Cost Elements.

INDIRECT COST ELEMENTS	
<u>Reported at HQ USAF</u>	
	Communications - Electronic
	Civil Engineering - Maintenance and Repair
	Data Automation (Information Processing Center)
	Refuse Collection and Disposal Services
<u>Classified as Common Support and Not Reported or Requiring Reimbursement from NAFs</u>	
	Architectural and Engineering (When no additional manpower is required. Does not include new construction.)
	Audit Support
	Contracting
	Education and Training (APF employees)
	Financial Management (Comptroller staff)
	Fire Protection
	Information Processing
	Inspection and Safety
	Legal Services
	Medical and Veterinary
	Motor Pool Provided Transportation
	OSI
	Pest Control (Excludes specialized pest control for golf course maintenance.)
	Postal
	Security Police
	Sewage Disposal
	Snow Removal (per base snow removal plan)
	Traffic Management Office

Chapter 2

CLASSIFICATION OF ACTIVITIES

2.1. Classification of Activities. Air Force Services activities are classified into three categories for determining the source of funding support authorized for each. See [Table 2.1.](#) for a list of Air Force Services activities by category.

2.1.1. Category A, Mission Sustaining Activities. These activities are essential to the military mission and must be provided in all but the most extenuating conditions, i.e., contingency operations. Consequently, these programs are authorized to receive maximum APF support. They also have the least capacity to generate revenue. The Air Force goal is 100 percent APF support where authorized for Category A activities. Common support activities such as Resource Management (RM) and Human Resource Office (HRO) are grouped in Category A for reporting purposes only. APF support is based on the functions performed by these activities. For purposes of Executive Control and Command Supervision (ECCS), APF support is authorized for equipment (including data automation equipment).

2.1.2. Category B, Basic Community Support Activities. These activities have the capacity to generate some NAF revenue. They may be provided substantial support from APFs. This category includes essential Air Force Services activities that provide a fundamental core of the Services programs at Air Force installations. The Air Force goal for APF support of Category B activities is a minimum of 50 percent of direct costs.

2.1.3. Category C, Revenue-Generating Activities. These activities have the highest capacity to generate revenue and are considered self-sustaining, capable of funding most expenses. Category C activities are considered desirable to the military community and make major contributions to mission accomplishment and personnel recruitment and retention. Category C activities are authorized indirect APF support and limited direct APF support. For example, direct APF support is authorized to correct health and safety deficiencies. Category C programs at designated remote and isolated locations are authorized the same type of funding as Category B programs. See Paragraph [3.1.](#) for funding details and [Table 3.1.](#) for a list of approved remote and isolated locations.

2.2. Supplemental Mission Support NAF Activities. These activities include all NAFIs providing MWR services that supplement the mission of training, health, lodging, or other appropriated funded programs. Examples include the lodging fund, Fisher House Fund, in-flight meal service and the U.S. Air Force Academy Athletic Association. The only APF support costs reportable for these activities are direct costs related to NAFI operating functions.

2.3. Concessions and Resale Activities. Classify snack bars, soda fountains, health bars, recreation equipment rental, arts and craft resale, and other concessions, whether standing alone or collocated with Category A or B activities, as Category C activities for determining APF support. As an example, while equipment issue operations are considered Category B, collocation of this function with the recreation equipment rental activity does not authorize additional APF support for equipment rental. Utility costs for Category C functions may be funded with APFs as directed in Attachment 2, paragraph 7. When utilities are funded with NAFs and meters are not used, follow procedures in AFI 32-1061 to estimate utility consumption. See [Table 2.2.](#) for a list of activities.

2.4. Army and Air Force Exchange Service (AAFES) Activities. With the exceptions noted below, APF support may be provided to AAFES activities at the same level as that provided to Air Force

Services Category C activities. **EXCEPTION:** AAFES pays for refuse collection and disposal services provided at CONUS locations.

Table 2.1. CATEGORIZATION OF AIR FORCE SERVICES PROGRAMS.

CATEGORY A - MISSION SUSTAINING ACTIVITIES	
Armed Forces Professional Entertainment Program (Overseas)	
Community Center/Room Programs	
Common Support Services (for reporting purposes only)	
	Air Force Services Logistics (not related to resale)
	ECCS
	Human Resource Office
	Marketing
	Procurement (not related to resale)
	Resource Management (not related to resale)
Fitness and Sports (self-directed, unit-level, intramural)	
Gymnasium, Physical Fitness, Aquatic Training, and Aerobic Studios Programs	
Isolated, Deployed, and Free Admission Motion Pictures	
Library Programs	
Parks and Picnic Areas	
Unit-Level Programs and Activities	
CATEGORY B - BASIC COMMUNITY SUPPORT ACTIVITIES	
Bowling Centers (12 lanes or less)	
Cable Television	
Camping (Primitive and/or Tents)	
Child Development Programs	
Entertainment (music and theater)	
Family Child Care	
Outdoor Recreation Equipment Loan Operations	
Marinas Without Resale or Private Boat Berthing	
Recreational Information, Tickets and Tours Services	
Recreational Swimming Programs	
School Age Care	
Skills Development	

CATEGORY B - BASIC COMMUNITY SUPPORT ACTIVITIES (Cont'd)
Sports Programs (above the intramural level)
Stars and Stripes (not bookstores or newsstands)
Youth Activities
CATEGORY C - REVENUE-GENERATING ACTIVITIES
Aero Clubs
Air Force Services Equipment Rental Operations
Amusement Machine Locations and Centers
Animal Care
Armed Forces Recreation Centers (accommodation and dining and resale facilities)
Armed Services Exchange and Related Activities (includes package stores)
Audio and Photo and Other Resale Activities
Bingo
Bowling Centers (over 12 lanes)
Catering
Club Programs (Officer, NCO, Enlisted, Airmen or Consolidated)
Golf Programs
Marinas and Boating Activities with Resale or Private Boat Berthing
Miniature Golf
Motion Pictures (paid admission functions)
Motorcycle Clubs
Other Resale Activities and Services
Parachute and Sky Diving Clubs
Recreational Lodging Programs with Cabins, Cottages, Cabanas, Recreational Guest Houses and FAMCAMPs (Trailer and/or Recreational Vehicle (RV) Park with hook-ups)
Resource, Recovery, and Recycling Program (RRRP)
Riding Stables
Rod and Gun Clubs
Skating Rinks
Skeet/Trap Programs
Snack Bars/Soda Fountain/Health Bars
Stars and Stripes Bookstores and Newsstands
Unofficial Commercial Travel Services

Table 2.2. Category C Activities Frequently Collocated with Categories A and B Programs.

CAT C ACTIVITIES FREQUENTLY COLLOCATED WITH CAT A AND B PROGRAMS
Amusement Machine Rooms
Arts and Crafts Resale
Bingo
Boat Rental
Cafés
Car Wash/Recreation Vehicle Wash
Charter Boats
Concessions
Health Bars
Other Resale Activities
Pro Shops
Recreation Equipment Rental Operations
Snack Bars
Soda Fountains
Unofficial Travel Offices

Chapter 3

REMOTE AND/OR ISOLATED LOCATIONS

3.1. Level of Appropriated Fund Support. With the exceptions noted below, Category C activities at approved remote and isolated locations are authorized Category B level APF support based on availability of resources at each location. **Table 3.1.** identifies remote and/or isolated locations. **EXCEPTION:** Don't provide Category B level APF support for:

3.1.1. Equipment and supplies for AAFES.

3.1.2. Equipment utilized for generating revenue or for providing a paid service (such as reach-in coolers, walk-in refrigerators, stoves, golf carts, amusement machines, slot machines, horses, airplanes, and guns).

3.1.3. Additional telephone service above that authorized for Category C activities at other locations.

3.2. Procedures in Requesting Remote and Isolated Status. The installation level FSS/CC prepares a Remote and Isolated Package (see DoDI 1015.10 Enclosure 5 for major factors to be addressed when requesting R & I status).

3.2.1. The package should include a background paper with a narrative justification for the request and specific information showing how the installation qualifies based on the criteria contained in DoDI 1015.10, paragraph E5.2. and its subparagraphs.

3.2.2. Packages must be coordinated with installation FM and approved by the installation commander prior to forwarding to the MAJCOM/A1S. The MAJCOM/A1S obtains MAJCOM/FM coordination on the package prior to forwarding it to HQ AFSVA for review. HQ AFSVA evaluates the request and forwards the package to HQ USAF/A1S for review. HQ USAF/A1S evaluates the request and forwards the package with its recommendation to SAF/FMC for review. SAF/FMC evaluates the request and forwards the package with its recommendation to SAF/MRM. SAF/MRM evaluates the request and makes a final recommendation to SAF/FM who forwards the package with its recommendation to Principal Deputy Under Secretary of Defense, Personnel and Readiness (P&R) for final action.

Table 3.1. Approved Remote and Isolated Locations.

APPROVED REMOTE AND ISOLATED LOCATIONS			
HQ ACC	HQ AETC	HQ AFMC	HQ AFSPC
Holloman, New Mexico Minot, North Dakota Mountain Home, Idaho	Altus, Oklahoma Gila Bend, Arizona Laughlin, Texas Vance, Oklahoma	Edwards, California	Cavalier, North Dakota Clear, Alaska Socorro, New Mexico Sondrestrom, Greenland Thule, Greenland Womera, Australia
HQ AMC	HQ PACAF	HQ USAFE	AFSOC
Grand Forks, North Dakota	Andersen, Guam Eareckson, Alaska Eielson, Alaska Galena, Alaska Kadena, Japan King Salmon, Alaska Kunsan, Korea Misawa, Japan Osan, Korea Yokota, Japan	Araxos, Greece Aviano, Italy Buchel, Germany Ghedi, Italy Incirlik, Turkey Izmir, Turkey Kalkar, Germany Kleine Brogel, Belgium Lajes, Portugal Moron, Spain San Vito, Italy Stavenger, Norway Volkel, Netherlands	Cannon, New Mexico

Chapter 4

MILITARY AND CIVILIAN PERSONNEL COSTS

4.1. General Guidance. Military and APF civilian personnel cannot be employed in Category C activities while on duty. **EXCEPTIONS:**

4.1.1. Military and APF civilian personnel are authorized for ECCS.

4.1.2. Military and APF civilian personnel at approved remote and isolated locations when authorized on the Unit Manpower Document (UMD).

4.1.3. Military and APF civilian personnel at deployed and contingency locations, e.g., Field Exchanges.

4.1.4. Military and APF civilian personnel scheduled to deploy may work one time up to 45 days in a Category C activity no earlier than 90 days before deploying in order to gain experience in cash handling, merchandising, advertising, etc.

4.2. Dual Compensation. Enlisted military and APF civilian personnel generally may work in Air Force Services activities during off-duty hours as NAF civilian employees. In the case of APF civilian personnel, the aggregate hours worked (APF and NAF) cannot exceed 40 hours per week. For example, full time APF employees may not work off-duty as a NAF civilian employee. Off duty military personnel work will not exceed 34 hours per week as a NAF employee. The local Staff Judge Advocate reviews each case to assure that dual compensation laws are not violated.

4.3. Accounting for Personnel Costs. All activities must account for costs of military and APF civilian personnel whose assigned duties in support of Air Force Services are 25 percent or more of their total duty time. Report costs in proportion to the amount of time spent supporting Air Force Services, e.g., external organizations such as Base Communication Squadrons or Base Civil Engineers who spend 25 percent or more of their time in support of Air Force Services.

4.3.1. Use the official OUSD(C) military composite rates at <http://www.defenselink.mil/comptroller/rates> to compute the costs that must be reported as APF support to Air Force Services.

4.3.2. Military personnel and TDY costs, when part of a Joint Chiefs of Staff (JCS) exercise, must be identified by a separate JCS Emergency and Special Program (ESP) code and not be charged as Air Force Services support.

4.3.3. Military personnel are authorized in exchanges and other Category C functions for ECCS to provide a trained cadre to meet wartime and deployment requirements. These costs are reported as direct APF support.

4.3.4. APF Civilian Personnel costs will be computed using standard rate in AFI 65-503, Table 26-1.

4.4. Reimbursing Personnel Costs.

4.4.1. For work that is not reported, use the civilian standard rate in AFI 65-503, Table 26-1, applicable to work performed for another DoD agency to compute the amount to reimburse APFs from NAFs. The civilian standard rate includes factors for annual leave, holidays, sick leave and contributions for group life insurance, retirement, and health benefits.

4.4.2. Total actual cost to the federal government is reimbursed for local wage rate employees (e.g., wage board authority) and foreign nationals.

4.4.2.1. Use approved shop rates when reimbursing civil engineering work.

4.4.2.2. See AFIs 32-1022 and 32-1032 for guidance on the use of military labor to support Air Force Services facility projects.

4.5. Transportation Costs for NAF Employees. Transportation costs for NAF employees are funded from the same source as NAF salaries. However, APF funds may be used for transportation costs for NAF employees that comply with the Department of Defense Transportation Incentive Program and for costs that are the direct result of BRAC actions or the result of acts of God, fire, or terrorism.

Chapter 5

CHILD AND YOUTH PROGRAMS

5.1. General Guidance. It is DoD and Air Force policy that APF direct support for the child development program must be at least equal to parent fees collected. Appropriated general and administrative (G&A) costs such as comptroller support, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions should not be counted as part of the APF direct support.

5.1.1. Parent fees may only be used to pay caregiver wages, for consumable supplies, and for food program expenses not covered by APF. Consumable supplies are supplies that are consumed as used such as paper, crayons, office supplies, etc.

5.2. Funding for Child Development Programs. Funding for child care operating expenses has been allocated as a separate program element (XXX19F) in the budget subactivity group for base support.

5.2.1. Funding for items such as utilities, minor construction, custodial service and equipment will remain in base operation program elements and other appropriations. [Table 5.1.](#) provides a matrix that indicates the fund source for child care costs.

5.2.2. For reporting purposes, accumulate all APF costs for child care services in RC/CCs XX45F2, XX45F3 and XX45F4. Use ESP code “VC” to control and report the APF obligations for the child development centers, ESP code “WC” for the family child care and child-related services, “UC” for youth programs, and “SA” for school-age care.

5.2.3. SAF/FMC will report indirect support for child care programs. See AFI 34-248, *Child Development Centers*, and AFI 34-249, *Youth Programs* for additional guidance.

5.2.4. In addition to expenses authorized in [Table 5.1.](#) APFs may be used for the following child care requirements:

5.2.4.1. Operation of the center during alerts, national emergencies, inspections, mobilizations, deployments, and other special conditions as determined by the installation commander.

5.2.4.2. National accreditation of child development and school-age centers required by Air Force policy.

5.2.4.3. Training requirements of the Military Child Act, including training equipment and supplies, tuition, and instructors or consultants.

5.2.4.4. Parent participation program as required by the Military Child Care Act.

5.2.4.5. Purchase of fixed installation surveillance closed circuit television (CCTV) to enhance the level of supervision at base child development centers and school age child care programs.

5.2.4.6. Cable television (installation, maintenance and monthly service charges).

5.2.4.7. Civilian uniforms (approved in accordance with AFI 36-801, *Uniforms for Civilian Employees*) or other identifying apparel used in child development centers, school age child care programs and youth programs, designed to identify to the general public the staff authorized to provide care and supervision of children and youth.

5.3. Funding for Youth Programs. Funding for Youth Programs may be resourced from APF or NAF depending on the nature of the expenditure. Youth Programs are a Category B activity supported with a

substantial amount of APF support in addition to revenues generated from parent fees. This chapter does not apply to Youth Programs unless specifically stated. As a category B activity, fund sources for Youth Programs are provided as indicated in [Attachment 2](#) of this instruction and **Table 5.2**.

5.4. School Age Program (Before and After School, Full-Day, Holiday, and Summer Camps). This program is part of the overall child development program but is operated by Youth Programs, not as a sub-activity of the child development center. APF support costs are reported separately from child development centers and there is no requirement to match parent fees with APF support. The school age care program is a Category B activity operated in the Youth Center or other suitable sites with a combination of APF and NAF.

5.4.1.1. APF support is provided as indicated in [Table 5.3](#).

5.4.1.2. APF direct support is reported separately from child development centers and family child care programs in RC/CC XX45F5. Use ESP code "SA" to control and report APF obligations.

5.4.1.3. Contract full-day summer camps are operated with a combination of APFs and NAFs. See [Table 5.3](#).

5.4.1.4. Ground transportation for field trips for educational programs is authorized to be provided with APF resources. Transportation for field trips for entertainment such as theme parks, must be provided from NAFs. Transportation to and from school normally is provided by designating the school age program locations as bus stops for school district, DoDDS, etc. If there is a demonstrated need for additional transportation services to and from school, NAFs can be used to provide transportation to and from school as long as the parents pay the costs associated with providing the service.

5.4.1.5. Training of Program Coordinators and School Age Program Assistants will be from APFs.

5.4.1.6. Costs for food service programs for the school age programs provided by contract will be allocated between APFs and NAFs consistent with the guidance for food service in [Table 5.3](#). When the installation is not eligible to participate in the USDA food program, APFs may be used for the total costs of the food service program (in-house or contract).

5.5. Family Child Care and Other Child-Related Services. APF support is authorized for family child care coordinators/program monitors, establishment of lending programs, training of family child care providers, and for travel expenses of program monitors using their private vehicles to perform government functions.

Table 5.1. Child Development Funding Guidance.

CHILD DEVELOPMENT FUNDING GUIDANCE						
EXPENSE ELEMENTS	PEXX719F 3400/3600	OTHER BASE SUPPORT PEs	MIL PER 3500, ETC.	INV EQUIP 3080	MAJOR CONST 3300, ETC.	NAF
1. Military Personnel			X			
2. Civilian Personnel						

CHILD DEVELOPMENT FUNDING GUIDANCE (Cont'd)

	a. CDC Director	X					
	b. Assistant Directors	X					
	c. Training Coordinator/monitor	X					
	d. Clerical	X					
	e. 1 in 4 Caregivers	X					
	f. Other Caregivers						X
	g. Family Child Care Coordinator/monitor	X					
3. PCS Travel							
	a. APF Civilian	X					
	b. NAF Personnel						X
4. TDY Travel							
	a. APF Personnel	X					
	b. NAF Personnel	X*					X
5. Transportation of Goods		X					
6. Utilities			X				
7. Facility Rents and Leases			X				
8. Equipment Maintenance		X					
9. Minor Construction			X				
10. Administrative Supplies		X					
11. Equipment							
	a. <\$250,000	X					
	b. ≥\$250,000				X		
EXPENSE ELEMENTS		PEXX719F 3400/3600	OTHER BASE SUPPORT PEs	MIL PER 3500, ETC.	INV EQUIP 3080	MAJOR CONST 3300, ETC.	NAF
12. Major Construction						X	
13. Purchased Services							
	a. Custodial/Janitorial Service		X				
	b. Linen Service	X					

CHILD DEVELOPMENT FUNDING GUIDANCE (Cont'd)

	c. Other Purchased Services	X					
14. Communications and Computer Systems							
	a. Software Acquisition	X					
	b. Equipment Acquisition						
	(1) <\$ 250,000	X					
	(2) ≥\$ 250,000				X		
	c. Maintenance	X					
15. Education and Training							
	a. APF Employees	X					
	b. Caregivers (NAF Employees)	X					
16. Postage			X				
17. Transportation (Dedicated Vehicles)							
	a. Acquisition	X					
	b. Operation & Maint		X				
18. Other Supplies		X					
19. Food Service Program							
	a. Food & Supplies	X**					X
	b. Personnel (Cooks)	X****					X
20. Printing and Reproduction		X					
EXPENSE ELEMENTS		PEXX719F 3400/3600	OTHER BASE SUPPORT PEs	MIL PER 3500, ETC.	INV EQUIP 3080	MAJOR CONST 3300, ETC.	NAF
21. Communications - Electronic			X				
22. Civil Engineering - Maintenance and Repair			X				
23. Refuse Collection and Disposal Services			X				
24. Common Support							

CHILD DEVELOPMENT FUNDING GUIDANCE (Cont'd)

a. Audit Support		X				
b. Information Processing		X				
c. Financial Management		X				
d. Legal Services		X				
e. Contracting		X				
f. Fire Protection		X				
g. Security Police		X				
h. Pest Control		X				
i. Snow Removal		X				
j. Inspection and Safety		X				
k. Medical and Veterinary		X				
l. OSI		X				
m. Architectural and Engineering		X				
n. Vehicle Operations Flight Transportation		X				
o. Civilian Personnel Office		X				
p. Grounds Maintenance		X				

* When travel is directed by an authorized DoD official and the TDY relates directly to activities supported by APFs.

** Do not use NAF when APF is authorized.

*** Bases not eligible to participate in the USDA child care food program are authorized APF personnel.

Table 5.2. Youth Programs.

YOUTH PROGRAMS FUNDING GUIDANCE			
EXPENSE ELEMENTS		APF	NAF
1. Civilian Personnel			
a. Program Director		X	
b. School Age Program Coordinators		X	
c. Recreation Assistants			X
d. Recreation Aides/School Age Program Assistants			X
e. Office Administration		X	

YOUTH PROGRAMS FUNDING GUIDANCE (Cont'd)			
	f. Cooks (Note 1)		X
2. PCS & TDY Travel			
	a. APF Civilian	X	
	b. NAF Personnel (Note 2)	X	
3. Use of Government-Owned Vehicles			
	a. Program Support (not related to revenue-generating activities) is provided by Vehicle Operations (Note 3).	X	
	b. Excess vehicles obtained from DRMO. For requirements not authorized in the Allowance Standards.		X
4. Transportation of Goods		X	
5. Utilities		X	
6. Facility Rents and Leases		X	
7. Equipment (Acquisition and Maintenance)		X	
8. Major Construction (Note 4)			X
9. Minor Construction (Note 4)			X
10. Facility Maintenance			
	a. BCE owned or leased facilities	X	
	b. NAF owned or leased facilities		X
11. Facility Repair			
	a. Restoration or replacement of components and systems	X	
	b. Modifications to utility systems	X	
	c. Correction of fire or other occupational safety and health deficiencies	X	
EXPENSE ELEMENTS		APF	NAF
	d. Additions, rearrangements or removal of non-load bearing walls		X
12. Maintenance and Repair to Support Activity Operations		X	
13. Administrative Supplies		X	
14. Purchased Services			
	a. Custodial and Janitorial Service	X	
	b. Linen Service	X	
	c. Memberships for overall Youth program in youth-serving organizations, i.e. Boys/Girls Club (excludes sports-only organizations)	X	
15. Instructors			

YOUTH PROGRAMS FUNDING GUIDANCE (Cont'd)			
	a. General Education and Prevention Programs	X	
	b. Fee-Based Educational Classes, Lessons, etc.		X
16. Sports Officials		X	
17. Trophies and Awards		X	
18. Cable Television (installation, maintenance and monthly service charges)		X	
19. Communications/Computer Systems - Overall Youth Program (equipment, software and maintenance, telephones, internet service providers, etc.)		X	
20. Credit Card Verification Equipment and Communications Service			X
21. Closed Circuit Television (CCTV) Surveillance Systems (equipment, maintenance and repair - includes overall Youth program)		X	
22. Education and Training			
	a. APF Employees	X	
	b. NAF Employees	X	
23. Postal Service and Postage			
	a. Official correspondence	X	
	b. Resale and collection of fees		X
24. Transportation			
	a. Administration		X
	b. Educational Field Trips	X	
	c. Entertainment Field Trips		X
EXPENSE ELEMENTS		APF	NAF
	d. To and from School (Note 5)		X
25. Food Service Program			
	a. Resale (food and supplies)		X
	b. School Age Program	X	
	c. Personnel (see note 1)		X
26. Printing and Reproduction		X	
27. Refuse Collection and Disposal Services		X	
28. Contract Summer Camps (Full Day Specialty Camps)			
	a. Coordinator (Note 6)	X	
	b. Program Assistants		X

YOUTH PROGRAMS FUNDING GUIDANCE (Cont'd)			
	c. Equipment and Supplies	X	
	d. Administrative Supplies	X	
	e. Ground transportation for camp participants for educational field trips	X	
	f. Ground transportation for camp participants for non-educational field trips		X
	g. Transportation for Contract Personnel to Installation	X	
	h. Admission fees associated with field trips and other expenses to include consumable supplies		X
29. Common Support			
	a. Audit Support	X	
	b. Information Processing	X	
	c. Financial Management	X	
	d. Grounds Maintenance	X	
	e. Legal Services	X	
	f. Contracting	X	
	g. Inspection and Safety	X	
	h. Fire Protection	X	
	i. Security Forces	X	
	j. Pest Control	X	
	k. Medical and Veterinary	X	
EXPENSE ELEMENTS		APF	NAF
	l. Snow Removal	X	
	m. OSI	X	
	n. Civilian Personnel Office	X	
	o. Architectural and Engineering (In-house)	X	
<p>NOTES:1. APFs are authorized for cook salaries for bases not eligible to participate in USDA food program.</p> <p>2. Only applies to TDY. APFs are authorized for NAF personnel when travel is directed by an authorized DoD official and the TDY relates directly to activities supported by APFs.</p> <p>3. Vehicle Operations: Controlled and dedicated vehicles authorized on Allowance Standard (AS) 012 to AS 019. When not authorized in AS012 to AS019, repetitive use of dispatched vehicles are allowed. See AFI 24-301 for further guidance.</p> <p>4. APFs are authorized for Youth Centers at overseas locations.</p> <p>5. Use NAFs if normal to and from school transportation (i.e., school district, DoDDs, etc.) is not available.</p>			

6. Appropriated funds are only authorized for full-day summer camp coordinator. When a contract is for more than one camp, a full-day summer camp coordinator is authorized for each separate camp on the contract.

Table 5.3. School Age Program Funding Guidance.

SCHOOL AGE PROGRAM FUNDING GUIDANCE		
EXPENSE ELEMENTS		APF
NAF		
1. Civilian Personnel		
a. Program Coordinators	X	
b. School Age Program Assistants / Youth Program Recreation Aides		X
c. Clerical	X	
2. PCS & TDY Travel		
a. APF Civilian	X	
b. NAF Personnel (Only applies to TDY. APFs are authorized when travel is directed by an authorized DoD official and TDY relates directly to activities supported by APFs)	X	
3. Transportation of Goods	X	
4. Utilities	X	
5. Facility Rents and Leases	X	
6. Equipment (Acquisition and Maintenance)	X	
7. MILCON & Minor Construction (APFs are authorized for Youth Centers at overseas locations)		X
8. Administrative Supplies	X	
9. Purchased Services		
a. Custodial and Janitorial Service	X	
b. Linen Service	X	
c. Memberships for overall Youth program in youth-serving organizations, i.e. Boys/Girls Club (excludes sports-only organizations)	X	
10. Instructors		
a. General Education and Prevention Programs	X	
b. Fee-Based Educational Classes, Lessons, etc.		X
11. Cable Television (installation, maintenance and monthly service charges)	X	
12. Communications/Computer Systems - Overall Youth Program (equipment, software and maintenance, telephones, internet service providers, etc., excluding credit card verification equipment and service)	X	

SCHOOL AGE PROGRAM FUNDING GUIDANCE (Cont'd)		
13. Credit Card Verification Equipment and Communications Service		X
EXPENSE ELEMENTS	APF	NAF
14. Closed Circuit Television (CCTV) Surveillance Systems - Overall Youth Program (equipment, maintenance and repair)	X	
15. Education and Training		
a. APF Employees	X	
b. NAF Employees	X	
16. Postage	X	
17. Transportation		
a. Administration	X	
b. Educational Field Trips	X	
c. Entertainment Field Trips		X
d. To and From School - Use NAFs if normal to and from school transportation (i.e., school district, DoDDs, etc.) is not available		X
18. Food Service Program		
a. Food & Supplies	X	
b. Personnel (Cooks) - APFs are authorized for cook salaries for bases not eligible to participate in USDA food program		X
19. Printing and Reproduction	X	
20. Facility Maintenance and Repair	X	
21. Refuse Collection and Disposal Services	X	
22. Part-day Camp Program		X
23. Contract Full-Day Summer Camp		
a. Coordinator	X	
b. School Age Program Assistants		X
c. Equipment	X	
d. Administrative Supplies	X	
e. Transportation for Contract Personnel to Installation	X	
f. Other Expenses		X
24. Common Support		
a. Audit Support	X	
b. Information Processing	X	

SCHOOL AGE PROGRAM FUNDING GUIDANCE (Cont'd)			
EXPENSE ELEMENTS		APF	NAF
	c. Financial Management	X	
	d. Grounds Maintenance	X	
	e. Legal Services	X	
	f. Contracting	X	
	g. Inspection and Safety	X	
	h. Fire Protection	X	
	i. Security Forces	X	
	j. Pest Control	X	
	k. Medical and Veterinary	X	
	l. Snow Removal	X	
	m. OSI	X	
	n. Civilian Personnel Office	X	
	o. Architectural and Engineering (In-House)	X	

Chapter 6

AIR FORCE LODGING FUND SOURCE

6.1. Scope. The guidance in this Chapter applies to lodging facilities for permanent change of station (PCS) and temporary duty (TDY) travel. The Air Force classifies these activities as services and reports APF support separately from Air Force Services.

6.1.1. The Air Force classifies recreational lodging facilities such as cabins at off-base recreation sites as Air Force Services Category C revenue-generating activities.

6.2. Managing Lodging Funds. Lodging funds are supplemental mission support NAFIs that generate NAF revenues from service charges paid by authorized personnel residing in lodging facilities, and from sundry sales, interest income, concessions and other income.

6.2.1. Service charges must be established at a level sufficient to pay the costs of operations where NAF is the fund source in [Table 6.1](#).

6.2.2. Lodging NAFs cannot be used to fund APF requirements and must be managed and accounted for separately from the installation's single MWR fund.

6.2.3. Transfers between lodging funds and other NAFIs are not authorized. However, purchases between NAFIs at fair market value are permitted in accordance with AFI 34-204.

6.3. Using a Single Fund Source. To prevent budgeting the same expense from APFs and NAFs, use the single fund source identified in [Table 6.1](#) for operation, maintenance, repair, construction, furniture, fixture and equipment expenditures.

6.3.1. When the fund source is APF, NAFs are not authorized and vice versa without a waiver.

6.3.2. Send requests to waive the single fund source requirement to SAF/FMCEB through MAJCOM A1S/FM, HQ AFSVA and HQ USAF/A1S.

6.4. Managing Lodging Service Charges. Service charges must not be set at rates which lead to cash accumulations above 10 percent of annual costs for those expenses paid by NAFs as identified in [Table 6.1](#). See AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, for NAF accounting guidance and procedures for the lodging fund, and AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, for authorized uses of NAFs.

6.4.1. If cash accumulations of NAF funds exceed the 10 percent level at the end of a fiscal year, the lodging service charge for the succeeding fiscal year must be reduced to a level sufficient to lower the accumulation below 10 percent.

6.4.2. The 10 percent available cash limit applies to the centralized Air Force Lodging Fund (AFLF) as a whole and not to individual bases.

6.4.2.1. Available cash cannot exceed 10 percent of the annual operating budget and one year's capital requirements.

6.4.2.2. Under the centralized AFLF concept, cash above immediate operational needs at bases is withdrawn to fund high dollar capital expenditures and bulk supply items. All remaining resources at base level are applied to fund annual operating and low cost capital requirements.

6.5. Developing APF and NAF Budgets. Lodging managers develop the APF and NAF budgets concurrently with the APF financial plan for the budget execution year.

6.5.1. The installation commander submits the APF budget to the MAJCOM. The base lodging manager submits the annual NAF budget to HQ AFSVA for review, approval, and development of proposed Air Force lodging rates. Quarterly budget updates are retained at base-level.

6.5.2. HQ AFSVA must consolidate the annual base lodging budgets and evaluate both the current and projected command cash positions before decisions can be made on rates. Also, if there are items that cannot be funded from APF (lack of funds or other reasons), the MAJCOM/FM in coordination with the MAJCOM/A1S may request waivers to the funding matrix from SAF/FMCEB. See waiver request instructions in paragraph 6.7.

6.6. Approval of Air Force Lodging Rates. AFSVA/CC submits an AFLF rate computation package biennially to SAF/FMC through AF/A1S.

6.6.1. SAF/FMC, in coordination with SAF/FMB, reviews the rate computation packages, and approves or revises them as appropriate.

6.7. Waivers to Lodging Fund Source Guidance. There may be some expenses paid from APF or NAF where the fund source identified in Table 6.1 is not practical or possible due to insufficient funds or other conditions. Send waiver requests for specific cases to SAF/FMCEB through the MAJCOM/FM and MAJCOM/A1S, HQ AFSVA and AF/A1S. **EXCEPTION: The approval authority for waiver of fund source for construction is OSD, except for OCONUS youth facilities and VQs.**

6.7.1. Types of Waivers to be Considered:

6.7.1.1. **Insufficient APFs.** If the MAJCOM cannot fund shortfalls, its Comptroller may request a waiver. For a waiver based on insufficient APFs, MAJCOMs must:

6.7.1.1.1. Identify item(s) to be funded from NAFs.

6.7.1.1.2. State whether the waiver request applies to a single or multiple bases or the entire MAJCOM. Under the centralized AFLF concept, items to be funded from NAF as a result of the waiver should apply to all bases within the MAJCOM unless there are unusual circumstances that would preclude it. Include a certification that APFs are unavailable.

6.7.1.2. **Contractor Operated Lodging Operations, or Other Contracts.** Applies to NAF or APF contracts that cannot be converted to the appropriate fund source. The waiver will be valid for the life of the contract. The waiver requests must include the purpose of the contract and the contract expiration date.

6.7.1.3. **Other Reasons:** For waivers for other reasons than those in paragraphs 6.7.1.1. and 6.7.1.2 the request with justification goes to the MAJCOM/FM and MAJCOM/A1S, HQ AFSVA, and AF/A1S for staffing and can be disapproved at any of those levels. If not disapproved, the request is forwarded to SAF/FMC for approval/disapproval.

6.8. Processing Waivers. Each waiver request will describe the potential impact on lodging operations and service charge rates.

6.8.1. Each request with justification goes to the MAJCOM/A1S/FM, HQ AFSVA, and HQ USAF/A1S for staffing and can be disapproved at any of those levels. If not disapproved, the request is forwarded to SAF/FMC for approval/disapproval. If forwarded to SAF/FMC, each request will be coordinated with other appropriate HQ USAF staff offices and will be approved or disapproved by SAF/FMC.

6.8.2. SAF/FMC granted waivers normally cover the fiscal year. **EXCEPTION:** Waivers may cover other time periods as SAF/FMC determines and states in the approval memorandum.

6.8.3. After SAF/FMC approves or disapproves the waiver request, the APF and NAF budgets are adjusted accordingly.

6.8.4. MAJCOMs allow 30 days for review and staffing of waiver requests.

Table 6.1. LODGING APPLICATION OF FUNDS.

LODGING APPLICATION OF FUNDS		
DESCRIPTION	APF	NAF
1. CONSTRUCTION (VQ, VAQ, VOQ, and DV)		
Erection or installation of new building or systems, additions, conversions. As part of a construction project, this may include purchase of furnishings, carpeting, wall coverings, drapes, bedspreads, light fixtures, appliances, and required items listed in AFI 34-246, <i>AF Lodging Program</i> , Attachment 3, AF Lodging Standards, for a complete and usable facility. See AFIs 32-1021 and 32-1032 for details on classification of work and use of MILCON and EEIC 529.	X	
2. CONSTRUCTION (TLF)		
Erection or installation of new buildings or systems, additions, and conversions. As part of a construction project, this may include purchase of furnishings, carpeting, wall coverings, drapes, bedspreads, light fixtures, appliances, and required items listed in AFI 34-246, <i>AF Lodging Program</i> , Attachment 3, AF Lodging Standards, for a complete and usable facility. See AFIs 32-1021 and 32-1022 for more detailed information.		X
3. MAINTENANCE AND REPAIR (VQ,VAQ, VOQ, DV, & TLF)		
a. Interior Furnishings. Maintenance, Repair, Refurbishment, and Repair by Replacement of Furnishings/Design Elements, Carpeting and Flooring, Wall Treatments (to include wall covering, wall texture, or paint), Light Fixtures, Drapes, Bed coverings, and other design elements (not related to construction or repair work) for all lodging areas to include guest and administrative spaces. Bed coverings are considered furnishing.		X
b. Facility Maintenance. Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors, windows, exterior paint, and so on). Excludes replacement of furnishings, carpeting & flooring, wall coverings & interior paint, drapes/bedspreads, light fixtures, and other design elements not involving construction. See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 521)	X	
c. Facility Repair and Upgrade. Includes replacement of carpeting and flooring, wall coverings, light fixtures, appliances, etc., for a complete and usable facility. The intent of including these items is to allow them to be funded from APFs for major repair projects or turnkey projects. Normally the majority of costs would be facility repair work. See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 522)	X	
4. OPERATIONS (VQ,VAQ, VOQ, DV & TLF)		
a. Support Functions		
(1) Facility Rental Authorization and Payments under Leases, Permits, Licenses, etc.	X	

LODGING APPLICATION OF FUNDS (Cont'd)			
	(2) Contract Housekeeping and/or Maintenance of Facilities (existing contractor-operated facilities)		X
DESCRIPTION		APF	NAF
	(3) Utilities	X	
	(4) Refuse Collection and Disposal Service	X	
	(5) Grounds Maintenance (NAF pays for those areas not maintained by the CE either directly or by CE contract)	X	
	(6) Common Support (fire, police, snow removal, pest control, etc.)	X	
	(7) Accounting Services provided to Lodging		X
	(8) Human Resource Office (HRO) Services		X
	(9) Linen Cleaning (includes blankets, sheets, mattress pads, pillows, pillowcases, towels, washcloths, bed coverings, draperies, bed scarves, duvets, etc.)	X	
	(10) Linen Cleaning Equipment purchased for in-house lodging laundry facilities	X	
	(11) Contracted Carpet and Furnishing Upholstery Cleaning/Shampoo		X
	b. Facility		
	(1) Lodging Marquee	X	
	(2) External or Spotlight Lighting for the Lodging Marquee lighting	X	
	(3) Directional Signs to Facilities (from front gate to lodging registration office) and facility identification signage such as building and room numbers, and information binders and stands located in lobby/common areas	X	
	(4) Directional hallway signs, room numbers, informational labels and service signs (i.e. "Conference Room").		X
	(5) Facility modifications needed to install appliances, electronic door locks, etc.	X	
	c. In Room Items		
	(1) Guest and guest room amenities (hotel-specific items contributing to the guest's stay for convenience such as cookware, glasses, notepads and pens, self-cleaning items, information binders in rooms, Services' directories, TV channel guides, complimentary toiletries, resale snacks, etc.)		X
	(2) Toilet paper, paper towels, light bulbs and facial tissue for common areas and guest rooms	X	
	(3) Linen Purchase (includes blankets, sheets, mattress pads, pillows, pillowcases, towels, wash cloths, etc.)	X	
	(4) Purchase of Televisions, Media Players, combination refrigerator and microwaves (microfridge), mini-refrigerators, microwaves (Note 1)		X
	(5) Purchase of full sized refrigerators, washers and dryers, and stovetops/ranges	X	

LODGING APPLICATION OF FUNDS (Cont'd)		
d. General		
DESCRIPTION	APF	NAF
(1) Equipment or supplies for resale and sundry operations to include vending machines		X
(2) Housekeeping supplies and equipment	X	
(3) Security and Surveillance Equipment for front desk, lobby and other customer support areas	X	
(4) Security and Surveillance Equipment used only for resale activities oversight		X
(5) Lobby Coffee Machines		X
(6) Staff communication equipment and supplies (pagers, cell phones, etc.)		X
(7) Time Management System (equipment, computer, software, and maintenance)		X
(8) Non-guest use Computer Automatic Data Processor (ADP) Systems. Includes all network hardware and ADP connection equipment, peripherals (including components such as PCs, printers, scanners, copiers, etc.) and maintenance and support.	X	
(9) Lodging Property Management System Infrastructure and Support		X
(10) Lodging Property Management System Maintenance		X
(11) Credit Card Verification Equipment, Software, Maintenance, and Service Charges		X
(12) Purchase, installation, maintenance and repair of appliances (ice machines, washer/dryers in common use areas, full size appliances in TLFs and Business Suites)	X	
(13) Electronic Key/Lock Systems, Software and Maintenance	X	
(14) Purchase of Common areas (hallways, lobbies, etc.) furnishings and equipment		X
(15) Purchase of Furnishings in administrative and front desk areas		X
(16) Purchase of Furnishings in Guest Rooms		X
e. Cable and Satellite TV		
(1) Cable TV (Service and Installation) to include one premium channel	X	
(2) Hospitality entertainment services (includes Movies-On-Demand, In-room check out, .com/.net High Speed Internet access, on-screen guest directory, digital or premium television services, and basic television services if bundled as part of a total package)		X
(3) Satellite TV (Service and Installation) Basic Package Only (Note 2)	X	
f. Communications		
(1) Interior Cabling, new APF-Funded facilities	X	
(2) Interior Cabling, new NAF-Funded facilities		X
(3) DSN Access, including cabling from DSN (Base) Central Office	X	
(4) Administrative	X	

LODGING APPLICATION OF FUNDS (Cont'd)		
(5) Guest Telephones (see Note 3)		X
DESCRIPTION	APF	NAF
(6) Hospitality Phone System and Switches		X
g. Guest Services		
(1) Business Center Equipment, furnishings, and supplies		X
(2) Fitness Room Equipment and Maintenance (unless recirculated from APF Fitness)		X
(3) High-speed Internet connections for business suites when high-speed internet services are not offered to other lodging guests and .com/net high speed access doesn't exist. (Note 2)	X	
(4) High-speed Internet connections to provide .com/.net access (Note 4)		X
h. Vehicles (purchase, maintenance, repair and other related expenses)		
(1) Vehicles and fuel used for housekeeping/maintenance requirements, transportation of amenities, limited guest service support and vehicles shared amongst lodging areas to include: trucks, vans, utility trucks, i.e. "mules", modified golf carts, etc.		X
(2) Vehicles and fuel used for administration, linen exchange and overhead authorized on the AS-014	X	
i. Personnel		
(1) All civilians positions		X
(2) Purchase of NAF civilian uniforms		X
(3) All military positions	X	
(4) All APF personnel travel and NAF personnel travel when performing APF related business or when directed by higher headquarters	X	
(5) All other NAF personnel travel		X
(6) NAF Property and Casualty Insurance		X
NOTES: 1. The Primary fund source for maintenance and repair of small electronic devices and appliances is NAF. However, APFs may continue to be used at those locations where Civil Engineering (CE) performs this service. 2. NAF contracts may be utilized with APF reimbursement. 3. Lodging will reimburse Accounting and Finance for toll calls and be responsible for collecting amounts owed from guests. 4. NAFs will be used for installation and sustainment.		

Chapter 7

FISHER HOUSE FUNDING GUIDANCE

7.1. Scope. The guidance in this section applies to Fisher Houses & Fisher Suites (FHs & FSs). These houses support the patients and their families who use military treatment facilities (MTFs).

7.1.1. The local MTF Commander controls the operation of these houses.

7.1.2. The FSS Commander/Director/Division Chief provides accounting, contracting and financial management support.

7.1.3. Although the Air Force classifies these activities as services, do not report APF support as Air Force Services.

7.1.4. The Installation Commander supports FH&FS with a combination of APF and NAF. See [Table 7.1](#) for funding guidance on the construction, maintenance, repair, and operation of these facilities.

7.2. Supplemental Mission Support Funds. The Air Force Fisher House Fund (AFFHF) is an Air Force Supplemental Mission Support NAFI. Its operations at installation level are carried out through subaccounts of the AFFHF. Installation subaccount NAF revenues come from service charges collected from authorized personnel residing in the houses, sundry sales, interest income, donations, contributions, and other income.

7.2.1. The MTF Commander establishes service charges and fees to pay NAF operating expenses (see [Table 7.1](#)). NAFs may be accumulated to maintain stable rates and to provide for capital expenditures.

7.3. Single Fund Source. To prevent budgeting the same expenditure using APFs and NAFs, the local MTF commander must use a single fund source for each element of operation, maintenance, repair, and construction costs. When the fund source is APF, NAFs are not authorized and vice-versa without a waiver to the fund source.

7.3.1. SAF/FMC approves requests for fund source waivers. Installation Services submits requests for exceptions to these funding policies directly to HQ AFSVA for review. HQ AFSVA then forwards recommendations for approval to HQ USAF/A1S and SAF/FMCEB, in turn. Each organization level (AFSVA and HQ USAF/A1S) may disapprove requests without forwarding the request to the next organization level. Only recommendations for approval should be forwarded to the next higher organization level.

Table 7.1. Fisher/Nightingale House Funding Guidance.

FISHER HOUSE APPLICATION OF FUNDS		
DESCRIPTION	APF	NAF
1. Construction and Replacement (Note)		X
2. Improvements, Additions or Conversions		X
3. Facility Maintenance. Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors (includes	X	

keylock system), windows, and so on). See AFIs 32-1021 and 32-1022 for more detailed information (EEIC 521). Includes major renovation projects to refurbish kitchens and bathrooms, replacement of flooring from carpeting to tile; also includes projects designed to achieve handicap accessibility.			
FISHER HOUSE APPLICATION OF FUNDS (Cont'd)			
4. Facility Repair. Excludes replacement of furnishings, carpeting, wall treatments, drapes/bedspreads, light fixtures, blinds, and so on. See AFIs 32-1021 and 32-1022 for more detailed information. (EEIC 522)		X	
5. New Facility Furnishings (Note)			X
6. Interior Furnishings. (Maintenance, repair, refurbishment and repair by replacement of furnishings, carpeting, wall coverings, light fixtures, window coverings, and bed coverings (not related to construction or repair work))			X
7. Cleaning Supplies and Cleaning Equipment		X	
8. Grounds Maintenance		X	
9. Utilities		X	
10. Telephone Systems and Service		X	
11. Cable TV Service (basic service only)		X	
12. Communications/Computer Systems Equipment and Supplies		X	
13. Refuse Collection and Disposal Services		X	
14. Personnel			
	a. ECCS	X	
	b. House Manager and Other Administrative Staff		X
	c. Housekeepers and Janitors		X
15. Toilet paper, paper towels, and light bulbs		X	
16 Other Guest-Related Supplies, Small Appliances, Amenities, and Household Items			
17. Linens		X	
DESCRIPTION		APF	NAF
18. Purchase, maintenance, and repair of major Appliances (washers, dryers, ice machines, refrigerators, microwaves, stoves/ranges, etc.)		X	
19. Purchase of televisions			X
20. Maintenance and Repair of televisions		X	
21. Purchase, maintenance, and repair of media players, clock radios, etc.			X
22. Accounting Services			X
23. Transportation (motor pool support)		X	

FISHER HOUSE APPLICATION OF FUNDS (Cont'd)		
24. Purchase, maintenance, repair and all other costs associated with vehicles owned by AFFHF		X
25. Common Support (fire, police, snow removal, and pest control – see Table 1.2)	X	
26. Security and surveillance equipment and service (common areas)	X	
27. Electronic key/lock systems (includes the purchase, installation, software and maintenance)	X	
NOTE: Buildings, including furnishings, appliances, and so on for a complete and usable facility are initially erected with funds provided by the Fisher House Foundation.		

Chapter 8

OUTDOOR RECREATION PROGRAMS

8.1. Scope. Outdoor recreation programs provide a variety of Category A, B and C activities utilizing on-base and off-base facilities. Commanders base APF support (personnel, equipment, facilities, and so on) on the activity and not the facility. You must classify programs as Categories A, B or C, and use APFs accordingly. See [Table 8.1](#) for examples of outdoor recreation activities by Category.

8.2. Using APFs for Personnel, Supplies, Utilities, and Other Support. Authorize APF support in accordance with [Attachment 2](#). **EXCEPTION:** See paragraphs [8.3](#) and [8.4](#) for equipment loan and equipment rental, respectively.

8.3. APFs for Recreation Equipment Loan Operations. Authorize APFs for recreation equipment loan items such as tents, coolers, sleeping bags, camp stoves, skis, canoes, small fishing boats (16 ft. and below) and other equipment for the outdoor recreation program.

8.3.1. Using NAFs in lieu of authorized APFs requires a waiver to fund source in accordance with AFI 34-262, *Services Programs and Use Eligibility*.

8.3.2. Don't use APF equipment loan items to generate profit.

8.3.3. Charge fees to recover only verifiable NAF costs, such as cleaning, servicing, or administering APF equipment items.

8.4. NAFs for Recreation Equipment Rental Operations. Rental equipment must be purchased with NAFs. Rental equipment may include such items as lawn mowers, rototillers, chain saws, large watercraft, and trailers for overnight lodging.

8.5. Privately Owned Equipment. APFs may not be used for storage or to provide other support for privately owned recreation equipment (for example: boats, ski mobiles, travel trailers, recreation vehicles, etc.).

8.6. Recreational Swimming Pools. Classify all Air Force Services swimming pools as Category B, recreational swimming pools. Authorize APFs for utilities, maintenance and repair, supplies, equipment and lifeguards. Hire APF lifeguards as overhires or temporaries since HQ USAF will not provide end-strength or dollars for these positions. If APFs are not available and circumstances warrant, a waiver to use NAFs may be requested. Use of a NAF MOA supported with APFs is authorized.

8.6.1. When a pool is linked to a revenue-generating activity such as a club, and its use is strictly limited to the members of the activity, do not use APFs.

8.6.2. You may use APFs for pools collocated with clubs but open to non-members.

8.7. Off-Base Outdoor Recreation Programs. Classify recreation sites that primarily provide overnight lodging or other revenue-generating activities in their entirety as Category C. When recreation sites contain a mix of Category A, B, and C programs, you must classify each program area by the MWR category. Use Attachment 2 for the appropriate fund source.

Table 8.1. Outdoor Recreation Programs.

OUTDOOR RECREATION PROGRAMS
CATEGORY A

OUTDOOR RECREATION PROGRAMS (Cont'd)	
Children's playgrounds and outdoor activities such as:	
	Badminton
	Basketball
	Tennis
	Horseshoe
	Shuffleboard
	Volleyball
	Softball
Park facilities with activities such as:	
	Fitness, hiking, and non-motorized recreational trails
	Game fields
	Nature centers, nature trails and interpretive display
	Outdoor skate park (self-directed use)
	Pavilions
	Playgrounds
	Seasonal outdoor ice rinks (self-directed use)
Picnic facilities with areas for family use and unit activities	
CATEGORY B	
Archery ranges (indoor and outdoor)	
Artificial climbing walls and facilities	
Beach facilities on ocean, river and lake fronts including bathhouses and lifeguard facilities	
Miniature golf	
Other resale activities	
Equipment Loan Center	
Garden plots	
Hunting and fishing areas, hunt control stations and game farms	
Marinas and boat docks for community recreation and without private berthing activities	
Off-road vehicle areas and trails	
Outdoor recreation operations centers with:	
	Classrooms
	Demonstration areas

OUTDOOR RECREATION PROGRAMS (Cont'd)	
	Offices
	Administrative space
Outdoor recreation programming: includes instructional and group directed classes, introductory activities, and organized events such as:	
	Archery tournaments
	Bicycling/mountain biking
	Camping
	Other outdoor and nature-dependent activities
	Paddlesports (e.g.: canoeing, kayaking, rafting, etc.)
	Rock Climbing
	Skiing
	Trails
Paintball fields	
Recreation swimming pools	
Skateboard and bike parks or BMX facilities	
Water-based recreation areas (includes swimming and fishing)	
Youth day camps and resident camp facilities (for lodging, dining, and indoor recreation) such as:	
	Dormitories
	Tents
CATEGORY C	
Cabins, cottages, cabanas, houses, mobile homes, travel trailers in-place and other housing	
Campgrounds/travel camps for RVs and travel trailers	
Charter boat operations	
	Fishing
	Sightseeing
Equipment rental activities	
Flying activities	
Go-cart tracks, drag strips, motorcycle tracks, and other motor sports facilities	
Horseback riding stables	
	Boarding private mounts
	Community recreation riding programs

OUTDOOR RECREATION PROGRAMS (Cont'd)	
Marinas/boating facilities for private berthing	
	Food and beverages
	Other associated resale activities
	Watercraft rentals
Miniature golf	
Off-base recreation sites that primarily provide overnight lodging or operate other revenue-generating activities	
Other resale activities	
Parachute and skydiving activities (instruction and participation as recreational activity, does not include official parachuting teams and activities)	
Rod and gun club activities	
Roller skating or ice skating rinks	
Skeet and trap ranges and shooting sports centers (indoor and outdoor rifle and pistol ranges)	
Ski slopes, lifts and resale activities	
Snack bars (free standing and operated in other facilities)	

Chapter 9

CONTRACTING FOR PHYSICAL FITNESS SERVICES

9.1. Objective and Scope. Service members must possess the stamina and strength to complete missions successfully. The DoD uses APFs to provide the necessary physical fitness training areas and facilities. When these military training areas and facilities are not available to individual Service members due to their particular assignment, you may use APFs to procure alternate means of physical fitness training.

9.2. Commercial Fitness Services. Where military facilities are not available, you may use APFs for contracting with community recreation centers, Young Men's Christian Associations, Young Women's Christian Associations, city, county, state, or private fitness facilities for organizational memberships for fitness by military personnel and authorized civilian personnel.

9.2.1. You may use APFs to contract for gymnasiums, running tracks, athletic fields, shower and locker facilities, recreation centers, and community centers, including swimming pools that are an integral part of these physical fitness facilities.

9.2.1.1. Don't use APFs or NAFs to fund individual memberships for the use of swimming facilities not included as part of a gymnasium, recreation center, or community center, health spas, golf courses, bowling centers, sporting clubs, tennis courts, and racquet clubs.

9.2.2. Civilian employees may use these facilities for physical fitness, if their use does not increase the cost to or compromise access by active duty military.

9.2.3. Family members of active duty and Reserve component personnel may use these facilities for physical fitness if their use does not increase contract costs or compromise access by active duty military or DoD civilian employees.

9.3. Approval Procedures. Because of the sensitive nature of contracting for memberships to physical fitness centers, HQ USAF must approve each contract on a case-by-case basis.

9.3.1. The base submits a request to its MAJCOM, HQ AFSVA, HQ USAF/A1S, and SAF/FMC in turn. The request must address the following issues: why DoD physical fitness facilities are unavailable or inadequate; the local circumstances and commuting distance to the nearest military installation that has a physical fitness facility; that adequate fitness facilities are not available without cost to military personnel in the civilian community where they are assigned; approximately how many military service members would participate in a contracted physical fitness facility that would result in a cost effective contract; whether it is more cost-effective to build or lease facilities; that APFs are available to support the requirement; and that the commander certifies that contracting for commercial fitness service is in the best interest of the Government.

9.4. Annual Review. Each MAJCOM/A1S conducts an annual review of physical fitness contracts. The review includes a description of past and future usage of the facilities and a justification for continuing with the arrangement. Forward Operating Agencies, Direct Reporting Units and any other organization that does not report to a MAJCOM will report and be reviewed directly by HQ AFSVA/SVP.

Chapter 10

MISCELLANEOUS GUIDANCE

10.1. Classifying Purchases from the Defense Working Capital Fund (DWCF). Classify services purchased from DWCF as direct or indirect support based on the type of service provided.

10.1.1. Classify common services as indirect support. Do not report these services.

10.2. USAF Museum Programs. Do not classify Air Force museums as Air Force Services activities.

10.2.1. Comply with AFI 65-601, Volume I, when using APFs to support museum programs.

10.3. Recreation Information, Tickets and Tours (ITT) Services. ITT Services (NAF Cost Centers, Ticket and Tour Operations) are Category B activities that provide the Air Force community information and access to a diverse range of leisure activities available on and off the installation. It complements, but does not include commercial services available through the unofficial commercial travel office. Typical services include: information brochures and advice concerning local and regional sites or attractions and local or regional group tours; tickets to local movie theaters, concerts, plays, sports events and museums; admission to regional or national theme parks; and central registration and advance sales for most Air Force Services facilities, services and programs on the installation.

10.4. Providing Unofficial Commercial Travel. Unofficial Commercial Travel Services is a Category C activity that provides economical commercial leisure travel services for all members of the Air Force community. These services are either contracted or provided in-house. Services operated directly or indirectly may only be provided from either transportation management offices (TMO), or from Air Force Services facilities dedicated exclusively to leisure travel products and services, e.g., air, rail and bus tickets, packaged tours, group tours, cruises and travel insurance. Also, they may include remote or automated services to satisfy requirements of installations that lack sufficient volume to justify a manned office.

10.5. Private Animal Care.

10.5.1. Classify private animal care (usually collocated with the veterinary clinic) as Category C Air Force Services activities.

10.5.2. The Base Civil Engineer assigns a non-Air Force Services facility code since the veterinary clinic is not part of the Air Force Services program.

10.5.3. Report veterinary clinic costs applicable to private animal care as Air Force Services support.

10.5.4. Use APFs for veterinary clinic costs not related to private animal care such as janitorial services (not related to private animal care) and medical supplies used to treat government animals. Do not report these costs as support to Air Force Services.

10.5.5. Do not use APFs for veterinary clinic costs related to private animal care such as clerical and small animal care assistants, medical supplies and equipment, and janitorial costs. Exception: APFs may be used for utilities.

10.6. Auditorium/Theater Multipurpose Community Facilities.

10.6.1. Classify Services auditorium and theater multipurpose facilities as Category B activities, unless regular usage justifies another MWR category (see Table 2.1).

10.6.1.1. When AAFES uses these facilities to generate revenues either part time or full time, NAFs should be used to pay for utilities unless the wing commander determines APFs are available. If NAFs are used, the bill must be prorated so AAFES pays the MWR utility rate and only for the time used solely to generate revenue.

10.7. Private Organizations. See AFI 34-223, *Private Organization (PO) Program*, for policy on establishing private organizations to operate on Air Force installations.

10.7.1. Commanders must not provide APF support unless specifically authorized by separate instruction. Private organizations are not NAFIs or instrumentalities of the government.

10.8. Private Property. Commanders shall not authorize APFs for support of private property (such as boats, aircraft, recreation vehicles, or horses).

10.8.1. Personnel receiving support for private property such as boat or RV storage and grazing of animals must reimburse the Air Force for costs of services provided, including use of real property.

10.9. Official Functions Held in Category C Facilities. Organizations use APF contracts or NAFI Memorandums of Agreement (MOAs) to obtain services from Category C activities for official functions. Use of Blanket Purchase Agreements (BPAs), NAFI MOAs, or Government Purchase Card is recommended.

10.9.1. Bases must justify sole source contracts for services provided by Category C activities.

10.9.2. If designated remote and isolated locations are receiving the authorized level of appropriated support for Category C activities, they may not be reimbursed with APFs for official functions.

10.9.3. Overseas Category C activities other than at designated remote and isolated locations may charge for official functions for NAF expenses.

10.9.4. Air Force Services managers develop standard fees for each room under various circumstances so that personnel can quote fees when booking an official function. APF support will not be used in the calculation.

10.9.5. For official functions authorized to use APFs, Air Force Services managers limit service charges to NAF costs for setup/cleanup (hourly salary, including benefits, multiplied by time used); utilities (prorated based on square footage used); and cleaning of linens if NAFs are used.

10.9.5.1. If NAFs are normally used to pay utilities, the amount charged APFs for utilities when Category C facilities are used for official functions must not exceed what the facility pays for the utilities used. Follow this example: the utility component of the standard fee for an official function held in a 1,000 square foot meeting room in a club with 10,000 square feet total, where the monthly utility charge is \$10,000, would be computed as follows: Divide \$10,000 by the total hours of operation in a month (in this example the club is open 320 hours monthly), then multiply by the percentage of club space occupied by the official function (1,000 square feet / 10,000 square feet). In this case the hourly rate would be \$3.13 ($\$10,000 / 320 \times 10\%$). Multiply the hourly rate by the number of hours the function was held plus actual time for set up, tear down and clean up.

10.9.6. Air Force Services managers don't include fixed costs, that is, facility depreciation, equipment, NAF accounting costs, overhead, and so on, in service charges reimbursed with APFs since these costs are fixed and should not vary because of hosting an official function.

10.9.7. Do not use APFs to pay the costs of hosting vendor demonstrations of products such as computers and software since the vendor should incur these costs.

10.10. Communications and Cable Television Support for Services. Communications support, including equipment, installation, commercial internet provider, maintenance and repair, and service charges will be provided as follows:

10.10.1. Air Force Services Activities (Except Lodging and Category C activities). Authorize full communication support (that is, class of phone, number of lines, DSN access, internet, etc.) as validated and approved by the local communications board.

10.10.2. Lodging Activities. Authorize full communication support for lodging administrative functions; maintenance and repair of existing government owned systems; monthly service charges and line rentals except for contracted systems; toll calls for administration; DSN and internet access; cable TV service to individual rooms to include one premium channel; and high-speed Internet connections for business suites because they are considered alternate work sites.

10.10.2.1. Use NAFs to pay for new or replacement systems, toll calls by lodging guests, and credit card verification telephone lines.

10.10.3. Air Force Services Category C Activities under Community Services and Sustainment Flights. Authorize APFs to pay for one line per facility with DSN access for ECCS as validated and approved by the installation commander. You may authorize additional lines or connections to the base network backbone or squadron local area networks for ECCS purposes. For multiple unique activities located in one facility, one line is authorized per general manager. These Category C activities include AAFES and Remote and Isolated locations.

10.10.3.1. Authorize use of multiple extension lines as necessary. Don't use APFs for the cost of equipment, installation and maintenance and repair of multiple extension lines.

10.10.3.2. The installation commander may authorize additional phone lines when commanders use these activities to conduct official meetings or to serve as mission readiness facilities, for example, disaster control operations or for security and safety. Limit the use of these phones to official functions.

10.10.4. Resource Management. Authorize full communications for ECCS, management of APF resources and logistics functions relating to APF equipment and supplies.

10.10.4.1. Use NAFs to pay for NAF accounting, NAF contracting and procurement, and logistics functions relating to NAF equipment and supplies.

10.10.5. Human Resource Office (HRO), Training, and Marketing Activities. Authorize full communications support for ECCS, Air Force Services readiness and training, marketing and publicity support for Categories A and B activities and Air Force Services-wide programs/events.

10.10.5.1. Use NAFs to pay for day to day personnel administration of NAF employees and marketing and publicity support for Category C activities.

10.10.6. Variances Caused by Physical Layout of Facilities. The actual number of lines may vary depending on the physical layout of the facilities at each base for the Resource Management, Sustainment, and Airman and Family Services Flights. However, non-reimbursable communication lines (APF) must be proportionate to the functions authorized APF support.

10.10.7. Reimbursable Communication Support. The communications squadron may provide telephone services not authorized APF support on a reimbursable basis.

10.10.7.1. Classify telephone services not authorized APFs as Class B-2, unofficial telephone service. Use NAFs to reimburse in accordance with AFI 33-111, *Voice Systems Management*.

10.10.7.2. Reimbursable rates for overseas locations are published annually by the DoD Comptroller's office and disseminated by the Defense Finance and Accounting Service (DFAS).

10.11. Purchasing Air Force Services Peculiar Items. All Air Force Services peculiar items, such as athletic shoes, clothing, supplies, and equipment, can be purchased by individual organizations. Organizational purchases require prior approval from the FSS and Mission Support Group Commander. Organizational intramural sports uniforms may not be personalized with individual names and should be returned to the unit following the season or when the member departs.

10.12. Intramural Bowling and Golf. Authorize APFs for trophies and administrative expenses associated with intramural bowling and golf at the same level as other intramural sports. Do not use APFs to pay for equipment use or rental fees and bowling center or golf course fees and charges.

10.13. Evacuation Expenses in Contingency and Emergency Situations. When the installation commander orders evacuation, APF funding is authorized for evacuation costs of NAF employees to include Air Force Services and AAFES at the same level of funding for APF employees.

10.14. Personnel Security Clearance Investigations. APFs are authorized to fund the charge assessed for performing investigative services for all DoD personnel to include all NAF personnel.

10.15. Utilities. APFs are authorized for paying utilities in all Air Force Services activities, including golf course clubhouses and their immediate grounds and at all AAFES facilities. This does not include driving ranges and putting greens. Additionally, support is not authorized for CONUS golf courses themselves unless designated as an official Remote and Isolated location (see Table 3.1.). If NAFs are used to pay for utilities, the activity will not be charged for overhead, maintenance and repair, and capital investments (per AFI 32-1061).

Chapter 11

REPORTING REQUIREMENTS

11.1. General Guidance. Requirements for reporting Appropriated Fund Support.

11.1.1. Direct APF Support. Direct costs are listed in [Table 1.1](#). Base-level APF support is reported using the Commander's Resource Integration System (CRIS) program. Direct APF support is reported through the installation financial management accounting system. EXCEPTION: Don't report APF support provided to Air Force Services activities and NAFIs that are reimbursed from NAFs.

11.1.2. Direct Common Support Services. Report authorized APF support for management, ECCS, procurement and Air Force Services logistics as direct costs.

11.1.3. Indirect APF Support. SAF/FMCEB reports indirect costs listed in [Table 1.2](#).

11.2. Long Term Leased Facilities. When the Base Civil Engineer obtains facilities through construction and lease back programs such as Section 801, Military Family Housing (MFH), and Section 2809, Long-Term Contracting Program, they must report to the base Financial Management office a prorated share of the facility lease payments and associated O&M costs, attributed to Air Force Services facilities like community centers (CC) and child development centers (CDC).

11.2.1. Base the annual amount that you report as APF support for Section 801 housing on a percentage of the annual housing project lease cost.

11.2.2. Use the estimated construction costs that you developed for project lease ceiling calculations to prorate the annual lease costs.

11.2.3. Report a proportional amount from the separate O&M as APF support.

11.2.4. In determining the annual amount to report as APF support for a Section 2809 CC or CDC, ensure that the Request For Proposal (RFP) separately identified the portion of the contract cost associated with the facility construction and O&M.

11.2.5. Identify costs for Sections 801 and 2809 leases for CC or CDC in the annual Air Force Services budget that you submit to HQ AFSVA and HQ USAF/A1S.

JOHN G. VONGLIS

Acting Assistant Secretary of the Air Force
Financial Management and Comptroller

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1015.10, *Programs for Military Morale, Welfare and Recreation (MWR)*, 3 November 1995

DoDI 1015.12, *Lodging Program Resource Management*, 30 October 1996

DoDI 1015.15, *Procedures for Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources*, 31 October 2007

DoDD 1348.19, *Award of Trophies and Similar Devices in Recognition of Accomplishments*, 12 May 1989

DoDI 6060.2, *Child Development Programs*, 19 January 1993

DODR 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*, Volumes 1-15, (Date varies by volume)

AFI 32-1021, *Planning and Programming of Military Construction (MILCON) Projects*, 24 June 2003

AFI 32-1022, *Planning and Programming of NAF Facility Construction Projects*, 29 June 1994

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 October 2003

AFI 32-1053, *Pest Management Program*, 1 April 1999

AFI 32-1061, *Providing Utilities to US Air Force Installations*, 15 March 2002

AFI 32-7061, *The Environmental Impact Analysis Process*, 12 March 2003

AFI 33-111-C2, *Voice Systems Management*, 24 March 2005

AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, 17 June 2002

AFI 34-248, *Child Development Centers*, 1 October 1999

AFI 34-246, *AF Lodging Program*, 11 November 2007

AFI 36-801, *Uniforms for Civilian Employees*, 20 April 1994

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 August 2006

AFI 65-601, *Volume 1, Budget Guidance and Procedures*, 3 March 2005

AF Supplemental to DoD 4525.8-M, *DoD Official Mail Management*, 20 March 2006

DFAS-DER 7010.1-R, *General Accounting and Finance Systems at Base Level*, February 1991

ASD (FM&P) Letter to the Chairman, Committee on Appropriations, US Senate, 7 May 1987

ASD (FM&P) Report to the Congress, Reassessment of DoD MWR Programs, 10 August 1987

ASD (FM&P) Memorandum, Fiscal Year 1988 Guidance for MWR Programs, 27 January 1988

ASD (FM&P) Memorandum, FY 89 MWR Congressional Limitation, 4 November 1988

ASD (FM&P) Memorandum, FY 89 Guidance for MWR Programs, 25 November 1988

ASD (FM&P) Memorandum, Remote and Isolated Installations, 24 April 1989

ASD (FM&P) Memorandum, Sewage Disposal Charges for Category C Revenue Generating Activities, 10 May 1991

OASD (FM&P) Memorandum, Use of Appropriated Funds (APFs) to Contract for Physical Fitness and Recreational Facilities, 6 March 1991

OASD (FM&P) Memorandum, Fisher House Funding, 13 March 1992

OASD (FM&P) Memorandum, Nonappropriated Fund Billeting Funds, 15 April 1992

Deputy Secretary of Defense Memorandum, DOD Transportation Incentive Program, 13 October 2000

SAF/ACR Memorandum, Guidance on Appropriated Fund (APF) Support for Morale, Welfare, and Recreation (MWR), 14 June 1988

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ACC—Air Combat Command

AFFHF—Air Force Fisher House Fund

AF/AIS—Headquarters, United States Air Force Services

AFSPC—Air Force Space Command

AFSVA—Air Force Services Agency

AFO—Accounting and Finance Office

AFLF—Air Force Lodging Fund

AMC—Air Mobility Command

AFMC—Air Force Materiel Command

ANG—Air National Guard

APF—Appropriated Funds

AS—Allowance Standard

ASD—Assistant Secretary of Defense

AETC—Air Education and Training Command

BCE—Base Civil Engineer

CC—Community Center

CCTV—Closed Circuit Television

CDC—Child Development Center

CONUS—Continental United States

DoD—Department of Defense

DWCF—Defense Working Capital Fund

ECCS—Executive Control and Command Supervision

ESP—Emergency and Special Program

FH&FS—Fisher Houses and Fisher Suites

FM&P—Force Management and Personnel

FSS—Force Support Squadron

FY—Fiscal Year

G&A—General and Administrative

HRO—Human Resource Office

ITT—Information, Ticket and Tour

JCS—Joint Chiefs of Staff

MAJCOM—Major Command

MTF—Military Treatment Facility

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Funds

NAFI—Nonappropriated Fund Instrumentality

OCONUS—Outside Continental United States

O&M—Operation and Maintenance

PACAF—Pacific Air Forces

PCS—Permanent Change of Station

RC/CC—Responsibility Center/Cost Center

RFP—Request for Proposal

POL—Petroleum, Oil and Lubricants

POV—Privately Owned Vehicle

R&I—Remote and Isolated

RM—Resource Management

SAF/FMB—Deputy Assistant Secretary of the Air Force for Budget

SAF/FMC—Deputy Assistant Secretary of the Air Force for Cost and Economics

SAF/FMCEB—Deputy Assistant Secretary of the Air Force for Cost and Economics, Business Management Division

SVS—Services

TDY—Temporary Duty

UMD—Unit Manpower Document

USAFE—United States Air Forces in Europe

Terms

Civilian Personnel (Benefits)— Benefits include: employer contribution for group life insurance, health insurance, social security tax; retirement fund contribution, state retirement for ANG, health benefits for ANG; all allowances such as, quarters allowance, non-foreign allowance, supplemental post allowance, separate maintenance allowance and temporary lodging allowance; and relocation and other expenses related to PCS. Exceptions include the following items: transportation, per diem, and storage of household goods. Excludes severance payments to former employees.

Civilian Personnel (Salaries & Wages)— Salaries and wages include the following items: base, holiday, Sunday, hazardous duty, premium, and merit pay; bonuses; night work and overseas differentials; cash performance, meritorious executive, and distinguished executive awards; jury refunds; and benefits for former personnel (for example, severance pay and unemployment compensation). Billings to NAFs are determined using actual hours worked multiplied by the standard rate or shop rate.

Common Area— Any area that is open to the base populace (not private or restricted).

Equipment Expensed— Personal property (furniture, equipment, computer software, etc.) of a durable nature with a service life less than two years and costing less than \$250,000. These items include the initial installation costs of equipment by contractors; furniture and fixtures; publications for permanent collections; tools and machinery; communications and computer systems and telecommunications equipment, instruments and apparatus; and transportation of equipment. It excludes real property installed equipment.

Executive Control and Command Supervision (ECCS)— Those managerial functions located above the direct program operational level of individual Air Force Services programs at a base, major command or headquarters, Air Force, that supports planning, organizing, directing, coordinating and controlling the overall operations of Air Force Services programs but is not necessarily identified or included on manning or staffing guides or personnel documents for support of Air Force Services. It consists of program, fiscal, logistics and other management functions that are separate from the daily working level activities and tasks of Air Force Services programs.

General and Administrative (G&A) Expenses— Overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.

Investment Equipment— Applies to personal property (furniture, equipment, computer software, etc.) of a durable nature with a service life of more than two years and costing more than \$250,000. It includes the initial installation costs of equipment by contractors; furniture and fixtures; publications for permanent collections; tools and machinery; communications and computer systems and telecommunications equipment, instruments and apparatus; and transportation of equipment. It excludes real property installed equipment.

Maintenance and Repair of Equipment— Includes the cost to maintain, repair, overhaul, or rework equipment.

Military Personnel Costs— Costs are computed using annual composite rates which include pay and allowances of officers, enlisted personnel, cadets, subsistence of enlisted personnel, PCS (including shipment and storage of household goods), other costs for apprehension of members who are absent

without leave, interest on uniformed services savings deposits, death gratuities, Servicemen's Group Life Insurance, and unemployment compensation and survivor benefits.

Nonappropriated Funds (NAFs)— Federal Funds that are not appropriated by the Congress and that are separate and apart from funds recorded in the books of the Treasury. Within the DoD, NAFs come primarily from the sale of goods and services to military and civilian personnel and their family members, and are used to support Air Force Services, billeting, and certain religious and educational programs.

Nonappropriated Fund Instrumentality (NAFI)— An integral DoD organization and fiscal entity that performs a governmental function and enjoys the legal status of an instrumentality of the United States. NAFIs act in their own name to provide or assist other DoD organizations in providing Air Force Services programs for military personnel and authorized civilians.

Supplies— Includes the cost of supplies and materials for direct consumption such as repair parts, technical supplies consumed in the operation and maintenance of equipment, subscriptions, pamphlets and other documents, chemicals, surgical, medical, cleaning, and office supplies, communications and computer systems supplies and materials, and fuels except aircraft and ship POL.

Transportation of Things— Charges for the transportation and related care of things, including animals and household goods for civilian employees in PCS status. It includes the following items: freight and express charges by military, common and contract carriers, demurrage, switching, crating, refrigeration, and other incidental expenses, drayage and other local transportation cartage and handling, charges incidental to local mail transportation, unaccompanied baggage, parcel post, truck rental and moving of household effects or house trailers or POV movement including reimbursement to employees for transportation of household effects or house trailer, materiel that Air Force depots ship and receive from other agencies, shipment of reparable and excess Air Force property, and shipment of remains of deceased personnel. It excludes transportation costs that vendors pay even when itemized on invoices.

Utilities— Includes the cost of electricity, gas (including natural, manufactured, liquefied petroleum, heating oil mixed or propane), steam, heat, hot water, compressed air, air conditioning, chilled water, and mechanical refrigeration, and water. Includes propane or other fuel used for Category C revenue generating operations at OCONUS and Remote and Isolated locations. This excludes the collection of all incremental or prorated costs of providing the utility to the activity. See AFI 32-1061 for guidance on charging reimbursable customers.

Attachment 2

APF SUPPORT AUTHORIZATION

Table A2.1. APF SUPPORT AUTHORIZATION.

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
1. MILITARY PERSONNEL				
a. Permanent Assignment				
(1) ECCS	A	A	A	A
(2) Managerial functions or positions requiring technical and professional qualifications. Also, personnel accountable for APF resources, and protecting the interest of the Federal Government. Does not include trainees and unassigned personnel. Authorized in accordance with the current Unit Manpower Document (UMD). See paragraph 4.3.3.	A	A	N	A
(3) Personnel directly and primarily involved in resale	N	N	N	N
(4) All other functions	A	A	N	A
b. Temporary Assignment. Same authorization as permanent assignment (see subsection 1.a) for no more than 90 days.				
c. Additional or Collateral Duties. Same authorization as permanent assignment (see subsection 1.a). If less than 25 percent of assigned duties are NAF or Air Force Services, allocate no costs to the NAF or Air Force Services programs. Members perform these duties in addition to their primary assigned duty. The duties may involve ECCS or operations.	A	A	N	A
d. Military Prison Labor. Same authorization as permanent assignment (see subsection 1.a). See AFIs 32-1022 and 32-1032 for guidance on using prison labor for maintenance, repair and construction.	A	A	N	A
2. CIVILIAN PERSONNEL				
a. Permanent Assignment				
(1) ECCS.	A	A	A	A
(2) Managerial functions or positions requiring technical and professional qualifications. Also, personnel accountable for APF resources, and protecting the interest of the Federal Government. Authorized in accordance with current UMD.	A	A	N	A
(3) Base Realignment and Closure (BRAC) related costs for NAF and APF employees.	A	A	A	A

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C</u> <u>R&I</u>
(4) Personnel directly or primarily involved in resale.	N	N	N	N
(5) All other functions	A	A	N	A
b. Temporary Assignment. Same authorization as permanent assignment (see subsection 2.a) for no more than 90 days.				
c. Additional or Collateral Duties. Same authorization as permanent assignment (see subsection 2.a). If less than 25 percent of assigned duties are NAF or Air Force Services oriented, allocate no cost to the NAF or Air Force Services programs. Personnel perform these duties in addition to their primary assigned duty. The duties may involve ECCS or operations.	A	A	N	A
d. Federal Prison Labor. Same authorization as permanent assignment (see subsection 2.a). See AFIs 32-1022 and 32-1032 for guidance on using prison labor for maintenance, repair and construction.	A	A	N	A
3. HUMAN RESOURCES OFFICE (HRO)				
a. Technical advice and counsel for NAF personnel management and CPO support for required functions such as labor relations.	A	A	A	A
b. Day-to-day personnel administration and related matters for child care and youth NAF employees.	N/A	A	N/A	N/A
c. Day-to-day personnel administration and related matters for the NAF work force excluding NAF child care and youth employees.	N	N	N	N
d. Background checks on employees in child care and youth programs and for resource and system security purposes. Includes, but is not limited to, fingerprint and state criminal history repository (SCHR) checks.	A	A	A	A
4. TRAVEL OF PERSONNEL				
a. Permanent Change of Station (PCS).				
(1) Military and full time APF employees.	A	A	A	A
(2) NAF employees. Traffic Management Office support is authorized for counseling, preparation of transportation documents, and selection and scheduling of carriers for PCS of NAF career program employees when there is no additional manpower required and except in situations identified in 2.a.3.	N	N	N	N
b. Temporary Duty (TDY) Travel.				
(1) APF employees and military members	A	A	A	A

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C</u> <u>R&I</u>
(2) NAF employees when an authorized DoD official/organization directs and the TDY relates directly to business/functions supported by APFs.	A	A	A	A
(3) Intramural and varsity sports competition. Participants in athletic, recreation, and entertainment events conducted as part of a NAF or Air Force Services program. (Does not preclude space A travel.)	N	N	N	N
(4) International and national sports competition authorized by statute and other DoD issuance to include command supervision programs.	A	A	N	A
5. USE OF GOVERNMENT OWNED VEHICLES				
a. Vehicle Operations controlled and dedicated vehicles authorized on Allowance Standard (AS) 012 to AS 019. When not authorized in AS 012 to AS 019, repetitive use of dispatched vehicles is allowed. See AFI 24-301 for additional guidance.				
(1) ECCS. Includes FSS/CC, Deputy Commander and Flight Chiefs	A	A	A	A
(2) Program support (not related to revenue-generating) provided by Vehicle Operations (to include travel for varsity sports teams)	A	A	N	A
b. Excess Vehicles Obtained From DRMO. For requirements not authorized on AS.	NA	NA	NA	NA
(1) Fuel and lubricants	A	A	N	N
(2) Maintenance and repair	A	A	N	N
6. TRANSPORTATION OF THINGS				
a. APF Purchased Goods. Applies to transoceanic and inland transportation of United States (US) or foreign goods.	A	A	A	A
b. NAF Purchased Goods.				
(1) Transoceanic:				
(a) US goods. Applies to the movement of goods to and from CONUS sea and aerial ports of debarkation to their first destination overseas, including Alaska, Hawaii, and overseas ports by commercial carrier or military transportation.	A	A	A	A
(b) Foreign goods. (Exception: Authorized military airlift to areas where commercial transportation is not available)	N	N	N	N
(2) Inland:				

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C</u> <u>R&I</u>
(a) Movement of US goods within foreign countries from port of embarkation to first destination or bulk breakdown point.	A	A	A	A
(b) Movement of US goods between DoD installations. Authorized for all activities when related to base closure or to safeguard goods under emergency conditions, for example, the threat of hostile force or natural disaster. Military transportation authorized for all activities to foreign areas where commercial carriers are not readily available and in combat zones.	A	A	N	A
(c) Foreign goods. Authorized military airlift to areas where commercial transportation is not available.	N	N	N	N
c. Household Goods. Applies to the authorized transportation of household goods for either:				
(1) APF personnel	A	A	A	A
(2) NAF personnel: May use APF transportation, but must reimburse with NAFs (Authorized APFs without reimbursement when related to BRAC).	N	N	N	N
d. Base Closure. Air Force Services equipment shipped between bases because of base closure or realignment.	A	A	A	A
7. UTILITIES				
a. CONUS *see paragraph 10.15.	A	A	A*	A
b. OCONUS	A	A	A	A
8. ENVIRONMENTAL COMPLIANCE				
a. Activity Operations:				
(1) BCE Monitoring Programs (ECAMP, surveys, etc.)	A	A	A	A
(2) Comprehensive base-wide permits (not facility specific)	A	A	A	A
(3) Environmental impact analysis process document:				
(a) Prepared by in-house work force	A	A	A	A
(b) Prepared by contract (AFI 32-7061)	A	A	N	A
(4) Permits that apply only to the specific activity or facility, as opposed to base-wide permits, e.g., a NPDES permit for a golf course outfall, an underground storage tank permit for an AAFES service station or marina gas station. NOTE: Includes all costs associated with permit compliance, including testing, monitoring, record keeping, and regulatory reporting.	A	A	A	A

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C</u> <u>R&I</u>
(5) Additional treatment of waste water solely for golf course irrigation if needed	N/A	N/A	N	A
(6) Runoff from golf course	N/A	N/A	N	A
(7) Disposal of hazardous materials chemicals, paints, etc.	A	A	N	A
(8) Pump waste holding tanks	A	A	N	A
(9) Leak detection monitoring system; including ground water monitoring wells. EXCEPTION: APFs are not authorized for AAFES Tanks.	A	A	A	A
(10) Spills and related cleanup/disposal during transfer or delivery	N/A	N/A	N	A
(11) Other environmental deficiencies (including analysis, cleanup, disposal, and soil repair or restoration):				
(a) Caused by act of God or fire	A	A	A	A
(b) Incident to and resulting from operations	A	A	A*	A
* EXCEPTION: NAF if due to simple negligence.				
b. Maintenance and Repair				
(1) Removal of asbestos	A	A	A	A
(2) Removal of hazardous lead based paint	A	A	A	A
(3) Underground and above ground storage tanks:				
(a) Tank maintenance, repair, and repair by replacement	A	A	A	A
(b) Distribution lines to pumps	A	A	A	A
(c) Pumps and dispensing lines	A	A	N	A
(d) Waste analysis	A	A	A	A
(e) Cleanup	A	A	A	A
(f) Removal/disposal of Underground Storage Tanks (USTs)/Above Ground Storage Tanks (ASTs)	A	A	A	A
(g) Repair or restoration of soil	A	A	A	A
(h) Septic system	A	A	A	A
(i) Catchment basin	A	A	A	A

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
(4) Environmental cleanup in preparation for NAF Construction	A	A	A	A
c. Construction				
(1) Replacement of tanks to increase or decrease capacity or enhance other tank features	A	N	N	N
(2) Construction of containment areas, not incidental to tank replacement, when required by state and federal regulatory authority.	A	N	N	N
(3) Hazardous material storage area	A	N	N	N
(4) Install waste holding tanks	A	N	N	N
(5) Utility lines from waste water ponds and plants for irrigation	A	N	N	N
(6) Sewage treatment systems	A	N	N	N
(7) Other construction	A	N	N	N
9. CONSTRUCTION				
a. Architectural and Engineering Services. Applies to professional services including the necessary consultations, preliminary studies, analysis, cost estimates, working drawings, specifications, interior design and decoration, and the inspection and supervision services necessary for the construction, alteration, or repair of real property facilities.				
(1) APF construction.	A	A	A	A
(2) NAF construction. EXCEPTION: APFs are authorized if no additional manpower authorizations are necessary and no additional costs would be incurred. APFs are authorized for OCONUS Youth Centers.	N	N	N	N
b. Minor Construction. Applies to unspecified minor military construction as defined in 10 U.S.C. § 2805 and AFIs 32-1021 and 32-1032. EXCEPTIONS: APFs are authorized for child development centers and OCONUS Youth Centers. APFs may be used for all community facility construction related to the establishment, activation, or expansion of a DoD installation or relocation of facilities for convenience of the gov't; replacement of facilities denied by country-to-country agreements; restoration of facilities destroyed by acts of God, fire, or terrorism; and to correct life, health, or safety threatening deficiencies, environmental compliance, or removal of asbestos. See AFIs 32-1021, 32-1022 and 32-1032 for additional guidance.	A	N	N	N

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
c. Military Construction. Applies to specified military construction as defined in AFIs 32-1021 and 32-1032. It may include purchase and installation of furnishings, carpeting, wall coverings, appliances, and so on, for a complete and usable facility. EXCEPTION: APFs are authorized for child development centers and OCONUS Youth Centers. APFs may be used for all community facility construction related to the establishment, activation, or expansion of a DoD installation or relocation of facilities for convenience of the government; replacement of facilities denied by country-to-country agreements; restoration of facilities destroyed by acts of God, fire, or terrorism; and to correct life, health, or safety threatening deficiencies, environmental compliance, or removal of asbestos. See AFIs 32-1021, 32-1022 and 32-1032 for additional guidance.	A	N	N	N
d. Purchase of Real Property. Refers to the acquisition of land, buildings, and other fixed improvements. EXCEPTION: APFs are authorized for child development centers and OCONUS Youth Centers.	A	N	N	N
10. FACILITY MAINTENANCE. Refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of facility components (electrical, mechanical, heating and air conditioning, plumbing, roofing, foundations, doors, windows, and so on). Excludes maintenance to support activity operations (See paragraph 12, Maintenance and Repair to Support Activity Operations). See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 521)				
a. BCE Owned or Leased Facilities	A	A	A	A
b. NAF Owned or Leased Facilities Do not use APFs for maintenance or repair of facilities leased or constructed with NAFs until accountability is assumed by the Air Force. See AFI 32-1022 for more detailed information	N/ A	N	N	N
c. Grease Traps - Cleaning				
(1) Inside the facility	A	A	A	A
(2) Outside the facility in the underground sewage system.	A	A	A	A
11. FACILITY REPAIR. Applies to repair as defined in AFI 32-1032. Excludes repair to support activity operations (See paragraph 12, Maintenance and Repair to Support Activity Operations). See AFIs 32-1021, 32-1022 and 32-1032 for more detailed information. (EEIC 522 - Restoration & Modernization Repair / EEIC 524 - Sustainment Repair)				

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
a. Restoration or Replacement of Components and Systems. Includes restoration or replacement of worn out, failed or exceeded their economic life, by installing modern, reliable, maintainable, functional, economical and energy efficient materials and equipment.	A	A	A	A
b. Correction of Fire or Other Occupational Safety and Health Deficiencies.	A	A	A	A
c. Modifications to Utility Systems. Applies to building generation or distribution systems.	A	A	A	A
d. Addition, Rearrangement or Removal of Non-load bearing Walls. * Subject to availability of APFs.	A	A*	N	A*
e. NAF Owned or Leased Facilities. Do not use APFs for maintenance or repair of facilities leased or constructed with NAFs until accountability is assumed by the Air Force. See AFI 32-1022 for more detailed information	N/ A	N	N	N
12. MAINTENANCE AND REPAIR TO SUPPORT ACTIVITY OPERATIONS. Applies to work accomplished within a facility in support of the Air Force Services program or NAFI such as repair and maintenance of bowling lanes, pin setting equipment, wall/floor coverings, decorative light fixtures to include chandeliers, club bars, lounges, snack bars, kitchens (including range hoods and ducts, and so on), golf clubhouse locker rooms, riding stables and fencing, marina docks, and dredging and repair of bulkheads unless it is part of the base infrastructure. * Wall/floor coverings that are not significantly beyond the quality or cost of similar wall/floor coverings used in other buildings on base that are authorized APF support can be purchased with APFs.	A	A	N *	A
13. INSTALLATION-WIDE PEST CONTROL. Includes base-wide services that CE provides, such as mosquito fogging, tick control, rat control, forest pests, and so on.	A	A	A	A
14. GROUNDS MAINTENANCE				
a. Base Grounds. Scheduled routine maintenance that the civil engineer conducts or provides by contract on the installation on grounds, lawn shrubbery, flowers, landscaping and picnic and park areas (on base and off-base recreation sites)	A	A	A	A
b. Golf course grounds (except for clubhouse/immediate grounds).				

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
(1) Routine maintenance	N/ A	N/ A	N	N
(2) Major maintenance and repair	N/ A	N/ A	N	N
(3) Specialized pest control. Specialized services including all pesticide treatment of greens, tees, fairways, roughs, water hazards, sand traps, driving ranges, and so on. Engineering may provide these services to MWR activities on a reimbursable basis. Report golf course use of all pesticides to Engineering in accordance with AFI 32-1053.	N/ A	N/ A	N	A
(4) Restoration of grounds destroyed by an act of God, e.g., hurricanes and tornadoes. Does not include such situations as recurring flooding or the normal erosion of a river or creek that is exacerbated by an above-normal amount of rain or snow.	N/ A	N/ A	A	A
15. EQUIPMENT MAINTENANCE				
a. APF purchased equipment. Applies to maintenance, repair, and overhaul of equipment either authorized on component equipment Table of Allowance (TAs) 410 or 501 or on loan to NAF or MWR for a period not to exceed 90 days.	A	A	N/ A	A
b. Allowances Source Code (ASC) 048 Equipment	A	A	N/ A	A
c. TA 083 equipment	N	N	N	N
d. NAF owned or leased equipment	N	N	N	N
16. RENTS AND LEASES. Applies to the use or possession of non-DoD lands, buildings, and their improvements and installed equipment for a specified period through contract, lease agreement, or other legal instrument when authority is granted through appropriate channels.				
a. CONUS.	N	N	N	N
b. OCONUS.	A	A	A	A
17. DISTINCTIVE UNIFORMS AND FUNCTIONAL CLOTHING. See paragraph 10.11. and AFIs 36-2903 and 36-801 for details on organizational mandatory clothing.	A	A	N	N
18. SPORTS OFFICIALS. Air Force Services managers may not use APFs to obtain, by contract or otherwise, the services of a military member or civilian employee who receives regular duty pay from APFs. Air Force Services managers may use APFs to contract with a sports official association	A	A	N/ A	N/A

employing military or civilian APF employees if the association has an				
(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C</u> <u>R&I</u>
existence and purpose other than for the avoidance of dual compensation restrictions. Air Force Services managers may not use APFs to contract with an association or other entity composed of military members or civilian APF employees whose primary purpose is to contract with the Government. See AFI 34-137, <i>Air Force Fitness and Sports Operations</i> , for guidance on sports officials.				
19. TROPHIES AND AWARDS. Applies to the purchase of trophies and similar devices to be awarded to military members and units of the armed forces for excellence in accomplishment or competition related to Air Force Services sports programs. Cash awards are specifically excluded. See AFI 65-601,V1 for details on trophies and awards. APFs are authorized for trophies and similar items associated with accomplishments and competitions including intramural sports, fitness programs and activities. Athletic competitions must be established and announced, and of a continuing nature. APFs are authorized for awards made on a one-time basis when the accomplishment is unique or clearly contributes to increased effectiveness or efficiency. Trophies and devices must be displayed in a common area.	A	A	N/A	N/A
20. COMMUNICATIONS AND CABLE TV SERVICE. Applies to all forms of electronic communications (for example, telephone, teletype, television, DSN, DDN, on-base telecommunications cable, Defense Information Systems Network (DISN) and commercial Internet service provider). Includes public access and networking systems, and other types of electronic media for NAF and Air Force Services programs and facilities. See paragraph 10.10 for additional guidance.				
a. Command Management Functions. Statistical data gathering and reporting and communications with other command headquarters, the DoD and other Government agencies	A	A	A	A
b. ECCS. Category C activities (including AAFES facilities and remote and isolated locations) are authorized APF support for the purposes of ECCS (this includes telephones installed for customer usage). See paragraph 10.10.3 for additional guidance.	A	A	A	A
c. Communications Support for Activity Operations. Includes all support if the local communications board approves and validates the support.	A	A	N	N
21. POSTAL SERVICE AND POSTAGE. Applies to support by Government postal organizations and systems for the dispatch of official mail and rental of post office boxes. See AF Supplemental to DoD 4525.8-M for additional instructions on use of official mail systems for MWR.				

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
a. Official Correspondence. Within and between Government agencies and between Government agencies and persons and private commercial entities, not related to the sale of goods and services.	A	A	A	A
b. Resale And Collections. When procuring items for resale and collecting income for merchandise or services sold.	N	N	N	N
22. PRINTING AND REPRODUCTION. Includes work done on printing presses, lithography, and other duplication with related binding operations, photography, microfilming, formats and forms, development, editing, and graphics.				
a. Sale of Merchandise or Services and Collection of Income.	N	N	N	N
b. Other Support.	A	A	A	A
23. EDUCATION AND TRAINING. Relates to the advancement of job knowledge, development of skills, and improvement of the abilities of Air Force Services program APF personnel, regardless of position or job occupied. * EXCEPTION: NAF employees are authorized APFs for education and training when training relates to performance of APF duties or when training is required for all command and base employees. Also, NAF employees should be treated the same as APF employees for attendance to Air Force and DoD “non-tuition” sponsored schools, seminars, conferences, or private institutions.				
a. APF Employees.	A	A	N/ A	A
b. NAF Employees.				
(1) Advancement of Job knowledge, development of skills, and improvement in abilities	N/ A	N	N	N
(2) Command or base required training in EEO, Fire, Safety, HIV, suicide awareness, etc.	A	A	A	A
(3) Training needed to perform APF type responsibilities.	A	A	A	A
(4) Employees in the Airman and Family Services Flight (CDC, Youth, Family Home Child Care, etc.)	N/ A	A	N/ A	N/A
24. AUDIT SERVICES. Relates to the independent review and evaluation of records, controls, practices, and procedures in the area of financial and operational management of NAF and Air Force Services programs.				
a. Air Force Audit Agency.	A	A	A	A

b. Independent Public Accountant.	N	N	N	N
(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
25. INFORMATION AUTOMATION. Applies to automated information system development or operation (for example, personnel, equipment, equipment maintenance, supplies, and software).				
a. Internal Activity Operations. Information processing services for internal operations of a NAFI may be provided on a reimbursable basis for category C activities. EXCEPTION: APF authorized for support of child development centers.				
(1) NAF accounting systems	N	N	N	N
(2) NAF payroll processing	N	N	N	N
(3) Internal activity management for NAF resources and resale	A	A	N	A
26. FINANCIAL MANAGEMENT SERVICES. Relates to the preparation of APF and NAF budgets, accounting, financial reporting; Comptroller oversight; and review and analysis to ensure proper control over all the resources that support NAF and MWR programs.				
a. Technical Guidance and Assistance. Preparing budgets, financial and analytical data required for command supervision and management review and analysis to ensure control over APF, NAF and Air Force Services resources.	A	A	A	A
b. NAF Accounting and Analytical Functions. Relates to functions required for the internal operations of NAF and Air Force Services programs. APF authorized for support of child development centers.	N	N	N	N
27. LEGAL SERVICES				
a. Office of General Counsel (SAF/GC) and the Judge Advocate General's Department (AF/JA). Services and assistance from Judge Advocates, the General Counsel's office, and other Air Force APF personnel authorized to provide legal support.	A	A	A	A
b. Internal Civilian Legal Staff as An Integral Element of a NAFI.	N	N	N	N
28. PROCUREMENT SERVICES				
a. APF Contracting Office.	A	A	A	A
b. Other Procurement. Applies to the procurement of goods and services with NAFs not performed by the APF Procurement Office and includes development, preparation of procurement documents, negotiations of prices, contract administration and audit with related procurement functions (for	N	N	N	N

example, RMF and AFNAFPO).				
(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
29. CUSTODIAL AND JANITORIAL SERVICE. Applies to the manpower, supplies and equipment the base engineer or a contractor provides.	A	A	N	A
30. OTHER SUPPLIES. Applies to supply items that people consume or that lose their identity when used or whose low value do not require the same accountability necessary for equipment. Includes clothing, tents, organizational tools, administrative and housekeeping supplies, petroleum fuels, lubricants, preservatives, coolants, and oil derivatives. EXCEPTION: Aircraft and ship petroleum, oil, and lubricant (POL).				
a. ECCS.	A	A	A	A
b. Related to Sale of Merchandise or Purchase of Materials Used to Provide a Paid Service.	N	N	N	N
c. Food Supplies for Meals Served in Child Development and Youth Centers Relating to Child Care Programs.	N/ A	A	N/ A	N/A
d. All Other Supplies.	A	A	N	A
31. EQUIPMENT. Includes the cost of equipment, furniture, or furnishings. Photo-copiers are authorized in accordance with AFI 34-270. APF photocopiers are for official government business and may not be used for NAF revenue generating purposes. Equipment for child development authorized in accordance with Chapter 5 . EXCEPTION: <u>Category B activities items listed in AS 410 & 501 are authorized APF</u>				
a. ECCS.	A	A	A	A
b. Related to Sale of Merchandise or Purchase of Materials Used to Provide a Paid Service.	N	N	N	N
c. Use of Surplus and/or Excess Equipment for Activity Requirements.	A	A	A	A
d. Laundry and Dry Cleaning. See AFI 34-252 for policy on establishing and operating a laundry and dry cleaning plant.				
(1) Plant equipment	N	N	N	N
(2) Self-service non-plant washers and dryers. (Not used to provide a paid service or generate revenue)	A	A	N	A
e. All other equipment.	A	A	N	A

(N/A-Not Applicable; A-Authorized; N-Not Authorized)				
<u>Element of Resource</u>	APF Support by Category			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>C R&I</u>
32. AIRCRAFT AND SHIP POL. Applies to POL (including fuel additives) for aircraft and boats that personnel operate for NAF and Air Force Services program. Does not apply when POL usage is incidental to official travel of personnel or transportation of things.	N	N	N	N
33. MERCHANDISE, SERVICE, AND EQUIPMENT FOR RESALE OR RENT. Relates to merchandise, services, and equipment that a NAF or Air Force Services program obtains for resale or rent to authorized persons. This does not preclude the use of APFs to procure supplies and equipment for Category A and B activities for which the users of these items pay administrative fees to defray NAF costs of maintaining, controlling use of, and safeguarding these assets. * APFs authorized for losses caused by acts of God (Hurricanes, Tornadoes, Earthquakes, Floods, etc.); during wartime deployments; and in support of contingency, humanitarian, and peacekeeping operations.	N*	N*	N*	N*
34. REFUSE COLLECTION AND DISPOSAL SERVICE. Includes trash removal. EXCEPTION: Not authorized for military exchanges in CONUS.	A	A	A	A
35. COMMON SERVICES. Related to those services that are provided to all base organizations and no additional costs are incurred for providing that support to Air Force Services. These include, but are not limited to, duress, security and fire alarm systems, fire protection, security police, pest control (except golf courses), snow removal, safety, medical and veterinary, sanitation inspection, rescue operations, and AFOSI, AAFES and AF/IG services.	A	A	A	A